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UNITED STATES MARINE CORPS  
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:  
AirStaO P5451.6K  
CAR  
**28 SEP 1998**

## AIR STATION ORDER P5451.6K w/chl

From: Commanding General  
To: Distribution List

Subj: MANUAL OF ORGANIZATION FOR MARINE CORPS AIR STATION, CHERRY POINT,  
NORTH CAROLINA (SHORT TITLE: MCAS CHERPT MAN ORG)

Ref: (a) ABO P5451.4C

Encl: (1) LOCATOR SHEET

1. Purpose. This Manual is the authoritative guide for the operation of Marine Corps Air Station (MCAS), Cherry Point and its organizational components. It provides instructions and guidance for the preparation and submission of organizational charts and functional statements.
2. Cancellation. AirStaO P5451.6J.
3. Background. The reference designates those general and special staff officers who are assigned primary duty with Marine Corps Air Bases, Eastern Area (MCABE) and additional duty with MCAS Cherry Point. The specific MCABE duties for these officers are included within their respective functional statements in this Manual. Appendix A lists the major tenant commands and activities represented at Cherry Point. Appendix B depicts the MCABE Organizational Chart.
4. Action. In all instances where there are conflicts between this Manual and other local directives, this Manual takes precedence. Responsible individuals will take remedial action to bring conflicting directives in line with the organization set forth in this manual.
5. Command and Support. The Commanding General, MCAS Cherry Point is under the command of and is supported by the Commander, Marine Forces Atlantic (COMMARFORLANT).
6. Summary of Revision. This revision contains organizational charts and functional statements that reflect the current Command, principal staffs and their current functions.
7. Recommendation. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to the Command Analysis and Review Office via the Assistant Chief of Staff, G-1, for review and recommendation to the Position Management (PM) Board.
  - a. Reorganization packages will include proposed functional statements, wire diagrams, T/O changes, and any internal departmental studies which support the proposed action.

28 SEP 1998

b. Recommendations should be submitted at the time the need for the change is recognized.

c. Approved revisions to individual organization charts and functional statements will be issued as changes to this Manual.

8. Certification. Reviewed and approved this date.



M. W. FORBUSH  
Chief of Staff

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UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO P5451.6K Ch 1

CAR

**4 JUN 1999**


AIR STATION ORDER P5451.6K Ch 1

From: Commanding General  
To: Distribution List

Subj: MANUAL OF ORGANIZATION FOR MARINE CORPS AIR STATION, CHERRY POINT,  
NORTH CAROLINA (SHORT TITLE: MCAS CHERPT MAN ORG)

Encl: (1) New page inserts to Chapter 11 of AirStaO P5451.6K

1. Purpose. To transmit new page inserts to the basic Manual.
2. Action
  - (a) Remove pages 11-1 through 11-14 from the basic Manual.
  - (b) Replace with the corresponding pages contained in the enclosure.
3. Summary of Changes. Revisions reflect the reorganization of G-6.
4. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Manual.
5. Certification. Reviewed and approved this date.

  
DARNER  
Chief of Staff

DISTRIBUTION: A Plus CAR (5)

Copy to: CMC (AA)

**28** SEP 1998

LOCATOR SHEET

Subj: MCAS CHERPT MAN ORG

Location: \_\_\_\_\_  
(indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

# MCAS CHERPT MAN ORG

## RECORD OF CHANGES

Log completed change as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

# MCAS CHERPT MAN ORG

## CONTENTS

### CHAPTER

1	SPECIAL STAFF
2	ADVISORS AND SEPARATE OFFICES
3	SAFETY AND STANDARDIZATION DEPARTMENT
4	G-1 (HUMAN RESOURCES)
5	SECURITY DEPARTMENT
6	MORALE, WELFARE, AND RECREATION DIRECTORATE
7	OPERATIONS DIRECTORATE
8	FACILITIES DIRECTORATE
9	SUPPLY DIRECTORATE
10	COMPTROLLER
11	TELECOMMUNICATIONS AND INFORMATION SYSTEMS DIRECTORATE G-6
12	HEADQUARTERS AND HEADQUARTERS SQUADRON
13	MARINE TRANSPORT SQUADRON - 1
14	RESERVE SUPPORT UNIT

### APPENDIX

A	MAJOR TENANT COMMANDS AND ACTIVITIES
B	MARINE CORPS AIR BASES EAST ORGANIZATIONAL CHART

# MCAS CHERPT MAN ORG

## CHAPTER 1

### SPECIAL STAFF

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMMANDING GENERAL .....	1000	1-3
CHIEF OF STAFF .....	1001	1-5
SERGEANT MAJOR .....	1002	1-5
STAFF SECRETARY .....	1003	1-6
CHAPLAIN .....	1004	1-7

### FIGURE

1-1 MCAS CHERRY POINT ORGANIZATIONAL CHART .....	1-3
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# MCAS CHERPT MAN ORG

## CHAPTER 1

### SPECIAL STAFF

#### 1000. COMMANDING GENERAL

1. The Air Station maintains and operates facilities and provides services and materials to support operations of a Marine Aircraft Wing (MAW), or units thereof, and other activities and units as designated by the Commandant of the Marine Corps in coordination with the Chief of Naval Operations. (See figure 1-1 for organizational chart.)

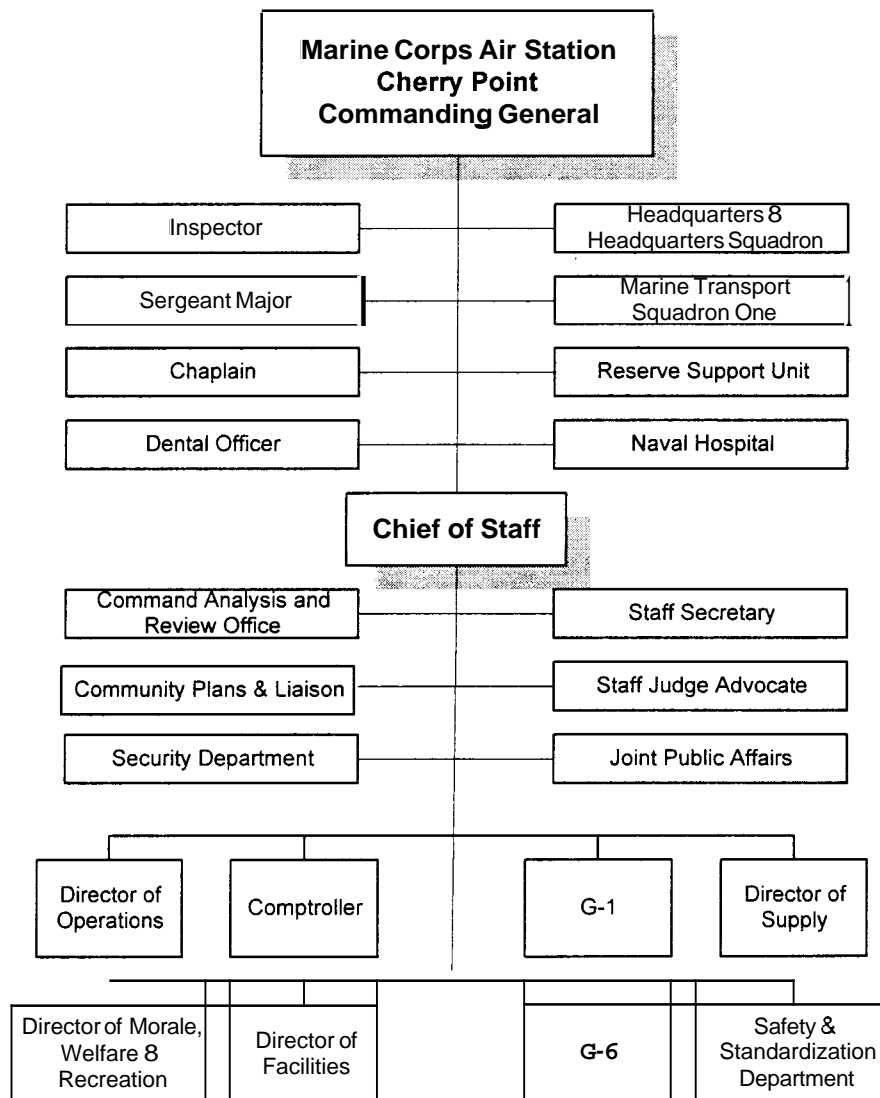


Figure 1-1.--MCAS Cherry Point Organizational Chart



2. The mission is accomplished through assigned tasks to:
  - a. Provide services as a category "B" air station in accordance with NAVAIRINST 00-80T-114.
  - b. Provide aircraft maintenance and operational training services as required.
  - c. Provide weather service support to tenant and assigned units.
  - d. Provide overall coordination for all assigned airspace.
  - e. Provide search and rescue special air logistic support, and administrative aircraft and services as required. Maintain fleet operational aircraft as assigned by Commander, Naval Air, Atlantic (COMNAVAIRLANT).
  - f. Provide calibration service to the fleet, assigned activities, and other activities when required.
  - g. Provide maintenance and services to support radar air traffic control center operations.
  - h. Provide explosive ordnance disposal services.
  - i. Store, maintain, and issue assigned ammunition.
  - j. Provide inspection, maintenance, repair, and operation of all real property facilities at Marine Corps Auxiliary Landing Field (MCALF), Bogue Field (less that area assigned to Fleet Marine Forces, Atlantic (FMFLANT), Marine Corps Outlying Landing Field (MCOLF), Atlantic, and MCOLF Oak Grove.
  - k. Perform functions required in supply and service support assignments; i.e., purchasing, receiving, warehousing, packing, shipping, bulk-fuel storage and dispensing, retail-store outlets, source data creation equipment, subsisting, laundry, and household effects and passenger transportation.
  - l. Serve as a primary and secondary stock point for materials under designated cognizance symbols in accordance with the Navy Supply (NAVSUP) Manual.
  - m. Serve as a direct support point and a Navy retail stock point for Defense Supply Agency-type stocks.
  - n. Serve as an aeronautical outfitting, assembly, stock, and loading point as required.
  - o. Provide logistic supply support (material and service) for deployable Fleet Marine Force (FMF) aviation units, Naval Aviation Depot (NAVAVNDEPOT), and assigned commercial rework contracts.
  - p. Maintain garrison mobile equipment in a safe and operable condition in accordance with Marine Corps Directives in the 11240 and 11260 series.

- q. Maintain assigned rocket, bomb, and strafing ranges and targets.
- r. Provide inspections, maintenance, repair, and operation of all real property facilities on the station.
- s. Plan and program adequate shore facilities and services for assigned activities to include but not be limited to aircraft maintenance and training, supply and service support, and family housing.
- t. Maintain and operate telephone systems.
- u. Conduct and coordinate an effective program for management of natural resources and environmental assets, including pollution abatement.
- v. Provide operational, logistic, training, and administrative support for tenants and assigned activities and units as approved by the COMCABEAST.
- w. Serve as the Aviation Material Office for FMF aviation units when not deployed.
- x. Serve as the direct chain of military command for the Naval Hospital, Cherry Point.

#### 1001. CHIEF OF STAFF

1. The Chief of Staff (CIS) advises and assists the COMCABEASTICG MCAS Cherry Point, in carrying out their assigned missions.
2. The mission is accomplished through assigned tasks to:
  - a. Formulate and announce policies for the operation of the staff.
  - b. Direct, coordinate, and supervise the activities of the general and special staffs, and subordinate units and agencies.
  - c. Represent the Commanding General (CG) during his temporary absence and when authorized to do so.
  - d. Make additional decisions as may be directed by the CG and instructs the staff in furtherance of these decisions.
  - e. Allot the detailed work of preparing plans and orders.
  - f. Ensure that policies and plans of the CG are properly published and executed.

#### 1002. SERGEANT MAJOR

1. The Sergeant Major acts as the principal enlisted assistant to the COMCABEASTICG MCAS Cherry Point.

2. The mission is accomplished through assigned tasks to:
  - a. Keep apprised of all policies of the command.
  - b. Disseminate information to the unit's enlisted personnel regarding such policies.
  - c. Report on the status of matters pertaining to the efficient operations of the command.
  - d. Counsel subordinate unit noncommissioned officers as required to improve the general effectiveness of the command.
  - e. Interview and counsel enlisted personnel on any pertinent professional and personal matters which may affect the efficiency of the command.
  - f. Assist in the conduct of office hours, request masts, and meritorious masts
  - g. Participate in ceremonies, briefings, conferences, and other functions as designated by the COMCABEAST/CG MCAS Cherry Point.
  - h. Assist in supervision of clerical and administrative matters; training functions and the employment of the command in garrison and in the field; logistic functions such as billeting, transportation and messing; inspections and investigations; personnel management; and daily routine.
  - i. Assume other duties designated by the COMCABEAST/CG MCAS Cherry Point.

#### 1003. STAFF SECRETARY

1. The Staff Secretary directs and supervises the administrative functions of the offices of the CG and C/S MCAS Cherry Point.
2. The mission is accomplished through assigned tasks to:
  - a. Review all written correspondence, reports, memoranda, directives and any other material forwarded to the CG or C/S for their review, action, approval and signature. Ensure proper staff coordination and actions have been completed and reviewed by appropriate general and special staff officers. The Staff Secretary is the final review authority on all internal directives and/or bulletins prior to approval and signature by the CG or C/S.
  - b. Maintain an office of temporary record.
  - c. Receive persons visiting the headquarters to confer with the CG or the C/S.
  - d. Provide administrative expertise to the CG, C/S, and various general and special staff officers of the command.

- e. Act as staff liaison between the CG, C/S, commanding officers and various staff officers, and operating directorates of the command.
- f. Obtain status reports for the C/S concerning the progress of a wide variety of staff projects.

#### 1004. CHAPLAIN

1. The Chaplain is an advisor to the COMCABEAST/CG MCAS Cherry Point, on moral and religious matters.
2. The mission is accomplished through assigned tasks to:
  - a. Plan and promote the moral, spiritual, and religious welfare of all personnel.
  - b. Supervise and coordinate the religious program of the Air Station.
  - c. Maintain a close liaison with the American Red Cross, Navy-Marine Corps Relief Society, and other welfare agencies.
  - d. Maintain a cooperative relationship with the chaplains of the 2d MAW.
  - e. Maintain a cooperative relationship with local clergymen and civilian religious groups.

# MCAS CHERPT MAN ORG

## CHAPTER 2

### ADVISORS AND SEPARATE OFFICES

	<u>PARAGRAPH</u>	<u>PAGE</u>
NAVAL HOSPITAL .....	2000	2-3
DENTAL OFFICER .....	2001	2-3
INSPECTOR .....	2002	2-4
STAFF JUDGE ADVOCATE .....	2003	2-5
JOINT PUBLIC AFFAIRS .....	2004	2-6
COMMUNITY PLANS AND LIAISON (CP&L) OFFICE .....	2005	2-6
COMMAND ANALYSIS AND REVIEW OFFICE .....	2006	2-7

CHAPTER 2

ADVISORS AND SEPARATE OFFICES

2000. NAVAL HOSPITAL

1. Under the line authority and military command of the COMCABEAST/CG MCAS Cherry Point, and with primary and technical support exercised by the Chief of the Bureau of Medicine and Surgery, the Commanding Officer, Naval Hospital, provides advice and assistance in meeting the health care needs of Navy and Marine Corps personnel, their dependents, and other personnel in the assigned area.

2. The mission is accomplished through assigned tasks to:

a. Provide comprehensive range of emergency and in/outpatient health care services to active duty Navy and Marine Corps personnel and active duty members of other Federal Uniformed Services within resources assigned.

b. Ensure that all assigned military personnel are both aware of and properly trained for the performance of their assigned contingency and wartime duties.

c. Ensure that the command is maintained in a proper state of material and personnel readiness to fulfill wartime and contingency mission plans.

d. Provide health care services in support of the operation of the Navy and Marine Corps shore activities and units of the Operating Forces as directed.

e. Provide maximum range and amount of comprehensive health care services possible for other authorized persons as prescribed by Title 10, United States Code, and other applicable directives, subject to the availability of space and resources.

f. Conduct appropriate education programs for assigned military personnel to ensure that both military and health care standards of conduct and performance are achieved and maintained.

g. Participate as an integral element of the Tri-service Regional Health Care System (Region II).

h. Cooperate with military and civilian authorities in matters pertaining to public health, local disasters, and other emergencies.

i. Maintain requisite quality health care standards to ensure successful accreditation and recognition by appropriate government and civilian agencies and commissions, to include the Joint Commission on Accreditation of Health Care Organizations.

2001. DENTAL OFFICER. The Company Commander of the 12th Dental Company, **2d** Dental Battalion, 2d FSSG, is assigned additional duty to COMCABEAST/CG to advise and assist

concerning dental matters within MCABE. The Company Commander of 12th Dental Company is additionally responsible for the preservation of dental health for the 2d MAW at MCAS Cherry Point.

## 2002. INSPECTOR

1. The Inspector advises and assists the COMCABEAST/CG MCAS Cherry Point, on all matters pertaining to inspections to promote efficiency, economy, and readiness; and determines extent of compliance with existing laws, orders, and regulations.

2. The mission is accomplished through assigned tasks to:

a. Administer the CG's Inspection Program by inspecting MCABE and assigned squadrons to assure proper methods of application and enforcement of current regulations, orders, bulletins, and directives to enhance readiness.

b. Specifically, organize inspection teams composed of officers and senior noncommissioned officers, and senior civilians from the various Air Station staff sections for the purpose of inspecting MCABE installations and squadron activities for administration of personnel, basic training, clothing, equipment, drill, buildings and grounds, special services, legal procedures, material, and functional areas required by MCO 5040.6F and ABO 5040.1H.

c. Accompany the CG on scheduled inspections.

d. Act as the coordinating officer for the HQMC Inspector General (IG) inspection team. Distribute inspection reports to the staff sections and prepare the Air Station's response.

e. Compile discrepancies and findings submitted by all inspectors and distribute them to staff sections, departments, and units concerned for corrective action.

f. Follow up all discrepancies and findings to ensure that corrective action is completed.

g. Coordinate and prepare responses to congressional inquiries involving MCABE personnel.

h. Screen Request Masts for the CG.

i. Act as the Traffic Violation Review Officer.

j. Serve as a member of the Utilities Conservation and Appraisal Board, Occupational Safety and Driving Counsel and the Hazardous Material Control Committee.

k. Serve as the Chairman of the Area Armed Forces Disciplinary Control Board, the Health Care Consumer Council, and the Consumer Advocate Board for the Commissary.

l. Conduct hearings for violations of hunting and fishing regulations.

m. Review all sanitation reports and follow up unsatisfactory reports.

- n. Serve as Review Officer responsible for reviewing and making recommendations to resolve all violations of local orders, regulations, criminal activities or domestic disputes aboard the confines of the Air Station. This is to include any administrative action required for military personnel to include dependents and the civilian work force or visitors. In coordination with SJA and SAUSA, administer MCAS Cherry Point juvenile court.
- o. Establish a Commander's Hotline and answer all complaints in a timely manner to include congressional and special interest correspondence, Criminal Investigation Division (CID) and Naval Criminal Investigative Service (NCIS) reports.
- p. Serve as MCAS Cherry Point Magistrate for cases involving Pre-Trial Confinement of military personnel.
- q. Serve as the Appeal Officer for all those cases involving evictions from government quarters and base debarments.
- r. Conduct Juvenile Court for military dependents involved in juvenile misconduct.
- s. Establish a Waste, Fraud and Abuse Program for MCABE.
- t. Responsible for coordination of the "Yard of the Month" program.
- u. Act as approval authority for private business permits aboard the Air Station.

### 2003. STAFF JUDGE ADVOCATE

1. The Staff Judge Advocate (SJA) is primarily responsible to the CG, MCAS Cherry Point, as legal counsel on matters of civil, administrative, and criminal law; and on other matters as assigned.
2. The mission is accomplished through assigned tasks to:
  - a. Perform the general duties of a special staff officer, with respect to legal or legally related matters, when not in conflict with the duties described above.
  - b. Advise the C/S, directors, department heads, and station and squadron commanders, with respect to legal or legally related matters, when not in conflict with the duties described in subparagraphs above.
  - c. Provide legal assistance support for all persons entitled by law or regulation.
  - d. Act as SJA on all matters relating to the administration of military justice and in this capacity perform those duties required by the UCMJ, Manual for Courts-Martial, Manual of the JAG of the Navy, and other lawful directives which relate to action on criminal charges, preparation of appropriate orders relating to courts-martial, review of non judicial punishment appeals, review of courts-martial, administration and review of claims, administrative investigations, and other legal and legally related matters.



#### 2004. JOINT PUBLIC AFFAIRS

1. Joint Public Affairs is responsible for formulating and executing command internal and external information plans, and is responsible for advising the CG and his staff on matters pertaining to the preservation and promotion of harmonious relations with the local civilian community.

2. The mission is accomplished through assigned tasks to:

a. Advise the CG and his staff on, and help promote, internal public relations activities (the term public to include military and civilian personnel of the Navy and Marine Corps, and their dependents).

b. Prepare Public Affairs Guidance (PAG) on local topical issues, and coordinate with higher headquarters for PAG on issues of national interest.

c. Supervise publication and distribution of the station newspaper, the Windsock, and provide editorial and policy control over the publication.

d. Supervise and review all printed material and photographs, originating within the command, intended for release or publication in other than internal military publications.

e. Screen all material intended for publication on the command web page.

f. Design and coordinate marketing/publicity plans for command events and activities.

g. Coordinate the activities of civilian news media representatives who come aboard the base as command guests.

h. Forward to HQMC news and feature materials for national dissemination.

i. Coordinate interviews and appearances of Marines on local radio and television programs.

j. Conduct an ongoing community relations program using all available assets.

k. Advise the command on the propriety of participation of individuals, units, or equipment in civic ceremonies, parades, and other special events or projects.

l. Coordinate and conduct media tours and other public tours of the air station with the assistance of the units being visited.

m. Assist in making arrangements for appearances of Marine Corps speakers.

#### 2005. COMMUNITY PLANS AND LIAISON (CP&L) OFFICE

1. The CP&L Office plans, coordinates, and executes the Encroachment Control Program for MCAS Cherry Point, per MCO 11011.12A.

2. The mission is accomplished through assigned tasks to:

- a. Advise the CG and staff of local and regional political, economic, and planning issues which may impact on command operations.
- b. Represent the command with municipal, county, state, and federal agencies; and private entities concerning any potential encroachment issues.
- c. Establish and maintain liaison with federal agencies, local government, land developers and land owners, local civilian community leaders, planning commissions, zoning authorities, and civic groups within the operational sphere of MCAS Cherry Point.
- d. Maintain liaison with staff officers and directorates for implementation of the Air Installations Compatible Use Zones Program, and coordination of compatible land use in surrounding areas impacted by flight operations.
- e. Coordinate and communicate with municipal, state, and federal agencies; and private entities regarding the necessity of preserving the current operational status of Marine Corps aviation activities which occur at MCAS Cherry Point.
- f. Provide assistance to municipal governments, and to state and federal agencies who are involved in airfield and airspace studies that may affect the current and long-range status of Marine aviation activities which occur at MCAS Cherry Point.
- g. Inform and coordinate with all necessary parties the planning for a development of compatible land uses in the area of influence surrounding MCAS Cherry Point. Additionally, assist local zoning authorities in the establishment of provisions for sound attenuation, full disclosure by notification statements and restrictive land zoning in the areas affected by flight operations surrounding MCAS Cherry Point.
- h. Work closely with the Facilities Directorate, Operations Directorate, Staff Judge Advocate Office, and Public Affairs Office regarding encroachment issues.

## 2006. COMMAND ANALYSIS AND REVIEW OFFICE

1. The Command Analysis and Review Office (CAR), operating under the direct line authority of CG and the C/S, is responsible for matters pertaining to resources management, management information systems, work force productivity, organization/functions, and provides management consultant services for Air Station organizations. CAR provides management analysis and advisory services regarding methods to improve the operational efficiency and effectiveness of the Air Station infrastructure in providing support to tenant units and activities. The office develops and integrates short and long range plans, facilitates Total Quality Leadership (TQL) efforts, formulates policy for improvement of Air Station operations, and assesses the impact of plans and policy on MCABE resources.

2. The mission is accomplished by the following:

- a. Provide management analysis and advisory services to the CG, his staff, and directorate and organizational heads regarding methods to improve the operational efficiency and effectiveness of MCABE and MCAS organizations.
- b. Analyze, review and evaluate Air Station organizations, functions, staffing, manpower utilization, and requirements and recommend adjustments in order to improve the quality of base operational support.
- c. Provide Air Station program management and advisory services for and conduct Commercial Activity (CA) and Efficiency Review (ER) studies.
- d. Develop and conduct process improvement studies, manpower validation studies and management surveys of Air Station organizations, functions and services.
- e. Provide planning and analysis support in a wide range of management issues and coordinate command initiatives that cross functional lines.
- f. Manage, plan, organize and prepare special projects/initiatives (i.e. Economic Impact Analysis Booklet, Installation Excellence submission).
- g. Develop, manage and provide analysis support for the Command Productivity Enhancement Program including National Performance Review/Defense Performance Review (NPR/DPR) initiatives, Great Idea Program, and TQL.
- h. Represent the Command and provide liaison to HQMC in matters pertaining to manpower utilization, management analysis, CA and ER study issues and Air Station productivity programs.
- i. Develop and publish MCABE and MCAS Cherry Point Manuals of Organization.

# MCAS CHERPT MAN ORG

## CHAPTER 3

### SAFETY AND STANDARDIZATION DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR OF SAFETY AND STANDARDIZATION .....	3000	3-3
AVIATION SAFETY OFFICE .....	3001	3-3
JOINT SAFETY OFFICE .....	3002	3-4

## FIGURE

3-1	SAFETY AND STANDARDIZATION DEPARTMENT ORGANIZATIONAL CHART .....	3-3
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CHAPTER 3

SAFETY AND STANDARDIZATION DEPARTMENT

3000. DIRECTOR OF SAFETY AND STANDARDIZATION

1. Under the line authority of the C/S, the Director of Safety and Standardization Department advises and assists the COMCABEAST/CG MCAS Cherry Point, on safety matters. (See figure 3-1 for organizational chart.)
2. The mission is accomplished through assigned tasks to:
  - a. Maintain the command Aviation Safety Program.
  - b. Maintain the command Ground Safety Program.
  - c. Maintain the Explosive Safety Program.
  - d. Maintain the Industrial Hygiene Program.

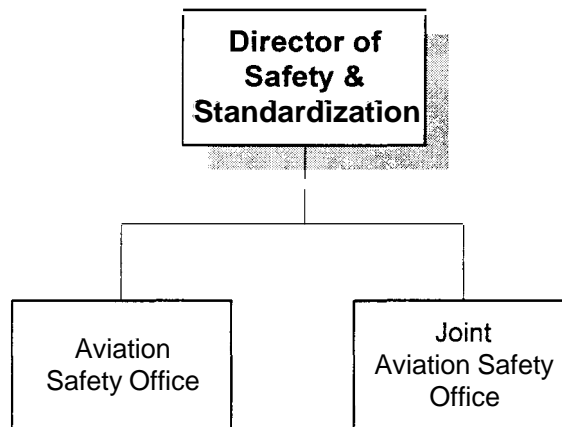


Figure 3-1.-- Safety and Standardization Department Organizational Chart

3001. AVIATION SAFETY OFFICE. The mission of the Aviation Safety Office is accomplished through assigned tasks to:

1. Advise and assist the COMCABEAST/CG MCAS Cherry Point, on aviation safety matters.
2. Implement an aggressive accident prevention program with the primary objective of hazard detection, hazard elimination, and safety information management.
3. Conduct an aggressive campaign to eliminate foreign object damage hazards.
4. Conduct periodic aviation safety surveys to ensure compliance with the program.

5. Assist in the investigation and analysis of accidents and render aid as required in submission of aircraft accident, ground accident, and hazard reports.

3002. JOINT SAFETY OFFICE. The mission of the Joint Safety Office is accomplished through assigned tasks to:

1. Administer the Ground Safety Program for MCAS Cherry Point, 2d MAW, and tenant activities supported by intra-service agreements. Monitor MCAS New River, MCAS Beaufort, and MCAF Quantico, Safety Programs.
2. Execute the administrative details of the ground mishap prevention program applicable to:
  - a. All operations and activities under the cognizance of the installation or unit commander.
  - b. All personnel assigned to, stationed at, employed by, or otherwise engaged in normal activities at the installation or unit.
  - c. Persons working on the installation employed by exchanges, clubs, etc.
  - d. All residents, tenants, and visitors to the installations.
3. Adapt safety directives, regulations, and suggestions from higher authority for local conditions and prepare and keep up-to-date activity safety regulations.
4. Maintain complete reports of all mishap types and make comprehensive analysis, for mishap prevention purposes, of all mishaps involving installation personnel, equipment, or activities as indicated in paragraph 3002.1 above. Prepare reports of mishaps required by higher authority, including aviation mishaps; investigate mishaps as directed; and recommend corrective measures to eliminate mishap causes.
5. Conduct periodic safety inspections of the premises, equipment, and activities to review operating and training instructions, and recommend those corrective actions necessary to eliminate or control mishap-producing conditions and hazards. Safety inspection programs are normally documented to ensure appropriate follow-up and timely corrective action on unsafe conditions and practices noted.
6. Act in an advisory capacity on ground safety matters to the station and 2d MAW Commanding Generals, staff officers, and supervisors. Establish and maintain close liaison with all staff officers to ensure maximum cooperation in connection with matters of mutual concern; work towards completeness and accuracy of reports with a minimum of duplication in the investigation of mishaps.
7. Coordinate and consult with:
  - a. Medical and personnel officers for proper selection and placement of personnel from safety and job analysis standpoints.

- b. Security personnel on traffic management and other matters of mutual concern.
  - c. The Director of Supply to specify standards for safety devices and proper labeling of hazardous materials.
  - d. The Facilities Maintenance Officer on safety matters pertaining to plans and specifications for alterations and new construction.
  - e. The Training/Education Officer to ensure that safety standards, rules, and regulations are included in training programs.
  - f. The Medical Officer to survey and appraise conditions affecting the health and efficiency of personnel, such as fumes, gases, harmful radiation, dust, lighting, ventilation, temperature extremes, noise, and sanitary facilities with a view toward eliminating or minimizing unhealthful conditions.
  - g. The Director of MWR to ensure that safety standards, rules, and regulations are included in MWR programs.
- 8. Establish and maintain liaison with local, municipal, state, and federal safety agencies.
  - 9. Organize and give technical assistance to and act as recorder of the activity safety council.
  - 10. Provide activity or unit safety representative on committees and boards as assigned.
  - 11. Study safety problems and conduct job analyses to develop remedial safety measures related to mechanical processes, shop and field operations, and physical conditions and provide safety comment on designs of equipment, processes, and safeguards.
  - 12. Provide advice on the organization and implementation of a complete motor vehicle safety program for both government and private motor vehicle operation. Provide technical guidance for training operators and conduct attitude training aimed at mishap prevention.
  - 13. Administer safety indoctrination and education of all supervisors, collateral duty safety managers, and their assistants in subordinate units. Make certain they are fully aware of their duties and have the necessary references, equipment, and material to discharge these duties.
  - 14. Review beneficial suggestions pertaining to safety devices and practices and submit recommendations to the awards committee.
  - 15. Initiate action to stimulate interest in safety, such as news releases, posters, and handouts.
  - 16. Keep the CG(s) informed at all times of the ground safety problems encountered in the conduct of the mishap prevention program. A narrative report of ground safety conditions, and recommended corrective action will be submitted to the CG(s) at least quarterly.
  - 17. Manage the Explosive Safety (ES) Program and advise the CG on explosive safety matters.

18. Inspect all explosive operating buildings and workplaces as required, to ensure they comply with ES requirements.
19. Perform safety analyses of all explosive operations as required.
20. Inspect all explosive storage areas and magazines at least annually to ensure that they comply with ES standards.
21. Maintain records of inspections and actions taken to correct deficiencies.
22. Review all operating procedures prior to commencement of new explosive operations or when procedures are changed. Review existing SOPs at four-year intervals.
23. Review and oversee the activities qualification and certification program in accordance with MCO 8023.3.
24. Review all facility site approval documents and requests for deviations from established explosive safety standards ensuring they comply with existing safety directives.
25. Inspect in and around explosive operating and storage areas where maintenance and repair that involve hot work shall be accomplished, and issue work permits to repair parties.
26. Review all facility modification drawings and equipment or tooling drawings used for explosive operations to ensure compliance with safety documents.
27. Approve the electrical hazard classification for each operating building.
28. Monitor a program to ensure that ordnance display items are inert and do not contain hazardous materials.
29. Conduct accident investigations as required and report findings to higher authority. Maintain records listing accidents with recommendations for preventive measures.
30. Maintain the activity's explosive safety manual and current safety instructions.
31. Provide a representative and point of contact for activity safety inspections, reviews, and other safety related matters.
32. Ensure the development and presentation of activity safety training classes that adequately address explosive safety practices and principles.
33. Manage the Industrial Hygiene Program and advise the CG on industrial hygiene matters.
34. Conducts Special Industrial Hygiene Surveys to assess work practices and environmental conditions for hazards and to detect violations of published health standards.
35. Coordinates the Command asbestos related activities as the Asbestos Program Manager.



36. Provides contaminated soil management in operable units.
37. Reviews facility plans for new construction, renovation and modification of existing structures for appropriate engineering controls of hazardous materials.
38. Reviews, investigates and insures corrective actions are implemented, from baseline and annual industrial hygiene surveys conducted by the Cherry Point Naval Hospital.
39. Performs periodic asbestos surveillance and maintains and updates the inventory records and database system.

# MCAS CHERPT MAN ORG

## CHAPTER 4

### G-1 (HUMAN RESOURCES)

	<u>PARAGRAPH</u>	<u>PAGE</u>
ASSISTANT CHIEF OF STAFF. G-1 .....	4000	4-3
MANAGEMENT SUPPORT OFFICE .....	4001	4-4
FREEDOM OF INFORMATION/PRIVACY ACT PROGRAM .....	4002	4-5
HUMAN SERVICES DIVISION .....	4003	4-5
CHILD DEVELOPMENT BRANCH .....	4004	4-6
FAMILY SERVICES BRANCH .....	4005	4-6
SUBSTANCE ABUSE COUNSELING CENTER .....	4006	4-6
JOINT CAREER PLANNING DIVISION .....	4007	4-7
ADJUTANT .....	4008	4-8
REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEMS BRANCH .....	4009	4-9
CLASSIFIED MATERIAL CONTROL CENTER .....	4010	4-9
DIRECTIVES CONTROL BRANCH .....	4011	4-9
POSTAL BRANCH .....	4012	4-9
GUARD MAIUCOMMAND MAIL BRANCH .....	4013	4-9
MILITARY PERSONNEL DIVISION .....	4014	4-10
INJURY COMPENSATION OFFICE .....	4015	4-10

### FIGURE

4-1 G-1 ORGANIZATIONAL CHART .....	4-3
4-2 HUMAN SERVICES DIVISION ORGANIZATIONAL CHART .....	4-5

	<u>PARAGRAPH</u>	<u>PAGE</u>
4-3	ADJUTANT ORGANIZATIONAL CHART .....	4-8

CHAPTER 4

G-1 (HUMAN RESOURCES)

4000. ASSISTANT CHIEF OF STAFF, G-1

1. Under the line authority of the CIS, the Assistant Chief of Staff, G-1 advises and assists the COMCABEASTICG MCAS Cherry Point, on matters pertaining to military and civilian personnel management, position management, human services, substances abuse and dependency, postal service, and miscellaneous administrative functions not specifically assigned to another general staff officer. (See figure 4-1 for organizational chart.)

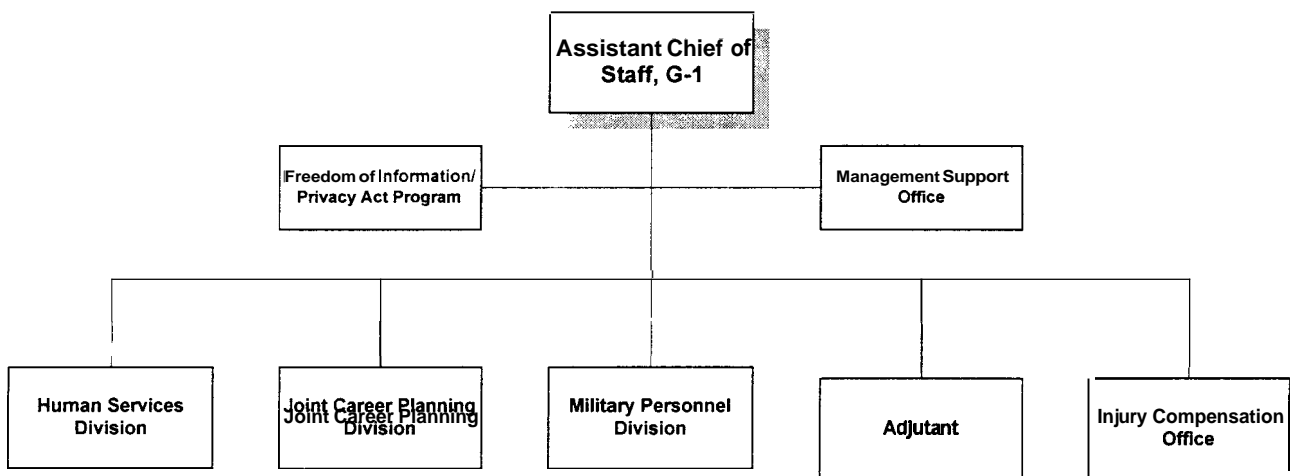


Figure 4-1.--G-1 Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Plan and coordinate functions relative to military and civilian personnel strength control, and compile statistical information necessary to keep COMCABEAST informed of the strength of the command.
- b. Determine military and civilian personnel replacement requirements, present and anticipated. Plan and coordinate the procurement and the allocated replacements in accordance with established priorities.
- c. Recommend policies pertaining to personnel of MCAS Cherry Point.
- d. Coordinate military and personnel policies to include procurement, classification, reclassification, assignment, and promotion. Establish military personnel management procedures relating to transfer, retirement, and separation.
- e. Determine military and civilian manpower requirements.

- f. Coordinate, monitor, and control all civilian ceiling points.
- g. Direct the administration of the Position Management Program and the Manpower Control and Utilization Program for the Command.
- h. Represent the air station before higher authority in military and civilian personnel matters.
- i. Administer the command Privacy Act Program and the Freedom of Information Act (FOIA) Program.
- j. Administer the command Records Management Program and Records Disposition Program.
- k. Responsible for Drug-Free Workplace Program (DFWP) for civilian employees.
- l. Responsible for fund raising aboard MCAS Cherry Point for federal recognized voluntary health, welfare, and service agencies.
- m. Responsible for the Federal Employees Compensation Act.
- n. Responsible for the command printing program.
- o. Provide assistance on all reserve matters.
- p. Provide a full range of human services to support military members and their families.

4001. MANAGEMENT SUPPORT OFFICE. The mission of the Management Support Office is accomplished through assigned tasks to:

1. Administer the command Position Management Program.
2. Provide assistance to all directorates/departments in civilian personnel matters.
3. Plan, formulate, and recommend policies pertaining to manpower requirements.
4. Coordinate, forecast, plan, and determine military and civilian manpower requirements.
5. Determine the most efficient distribution of available manpower resources.
6. Evaluate and make changes to update the Table of Organization.
7. Maintain the Fleet Assistance Program (FAP) policies.
8. Direct, administer, and manage the day-to-day Drug-Free Workplace Program (DFWP) for civilian employees.

9. Plan and organize, the Combined Federal Campaign for federal recognized voluntary health, welfare, and services agencies for MCAS Cherry Point.

4002. FREEDOM OF INFORMATION/PRIVACY ACT PROGRAM. The mission of the Freedom of Information/Privacy Act is accomplished through assigned tasks to:

1. Administer the Freedom of Information/Privacy Act Program for MCAS Cherry Point and the 2d MAW.
2. Advise requesters on regulations regarding the Freedom of Information/Privacy Acts. Ensure compliance with all policies and regulations when processing requests.

4003. HUMAN SERVICES DIVISION. The mission of the Human Services Division (see figure 4-2 for organizational chart) is to support unit commanders by providing timely information, aid, and guidance to military members and their families. The goal of this support is to improve morale and retention, and maintain mission readiness. To this end, the Human Services Division will:

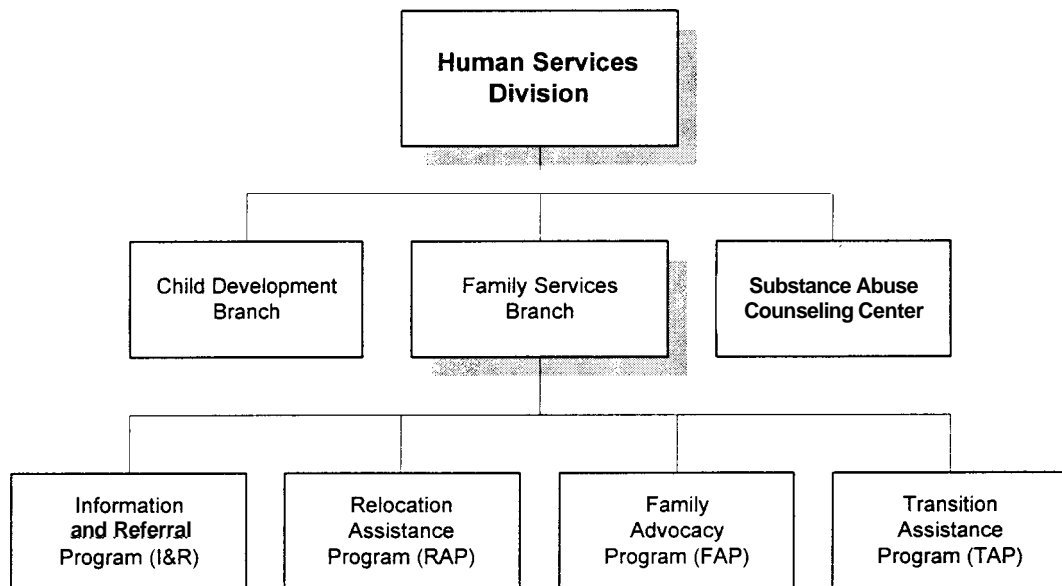


Figure 4-2.--Human Services Division Organizational Chart

1. Provide a command focal point for the coordination of family-related programs, ensuring duplication of available and adequate local community services is avoided.
2. Serve as a responsive source of information, guidance, assistance, and referral for family concerns in the military community, promote awareness of available services and advise commanders of events and issues affecting families.
3. Recognize the needs of military and their families and develop necessary services not currently available within existing support programs.

4. Ensure a full range of counseling and referral services are made available.
5. Provide the opportunity for military members and their families to achieve a more satisfying quality of life.
6. Ensure that a full range of services are also available to single military members.
7. Maintain the effectiveness of the Child Development Program.

4004. CHILD DEVELOPMENT BRANCH. Operate a child development center aboard the air station for children of active duty, retired service members, and DoD civilian personnel.

4005. FAMILY SERVICES BRANCH. The mission of the Family Services Branch is accomplished through assigned tasks to:

1. Provide information, assistance and guidance to military families.
2. Coordinate existing military family support resources, as well as civilian social services.
3. Provide a focal point for family concerns.
4. Support the unit commanders and their concerns.
5. Provide information and assistance to all separating and retiring members and their spouses to help them make an effective transition from military to civilian life.
6. Maintain current on/off base listing of agencies and services utilized by military members and their families.
7. Provide a wide range of services dealing with child/spouse abuse, neglect, rape, and sexual assault.
8. Provide financial counseling information and referral assistance in the form of counseling, unit briefs, budget planning, etc.
9. Provide new parent support programs to military families who are expecting or who have at least one child under the age of six.
10. Provide exceptional family member assistance to military members families who have a serious medical, psychological or educational need requiring long-term care.

4006. SUBSTANCE ABUSE COUNSELING CENTER. The primary mission for the Substance Abuse Counseling Center (SACC) is to provide active duty military personnel with screenings, assessments, referrals (to other helping organizations), counseling, treatment, treatment planning

using a Continuum of Care approach, for personnel who are adversely affected by alcohol or illicit drug abuse. The SACC also provides educational outreach and prevention training to Commands establishing effective programs to help develop an environment free from substance abuse. The mission of the SACC is accomplished through assigned tasks to:

1. Screen personnel for substance abuse and dependency.
2. Provide treatment for DoD military personnel diagnosed with substance-related disorders.
3. Provide recommendations to Commands for those military personnel demonstrating potential for continued useful service, upon successful completion of treatment.
4. Establish a continuing care plan for personnel completing treatment.
5. Provide recommendations to Commands for administrative separating of personnel whose potential for further useful military service is deemed poor and fail to respond to treatment or who refuse treatment.
6. Provide counseling services and treatment to dependents, retired personnel, and DoD civilian employees on a space available basis.
7. Provide commands with education and prevention strategies on substance abuse or chemical dependency.
8. Disseminate information to commands relative to the SACC's programs and capabilities
9. Provide for the open sharing of training and information between the military and civilian Substance Abuse Counselors within the military community.
10. Screen and provide recommendations to higher headquarters, applicants requesting assignment as a Navy Drug & Alcohol Counselor.
11. Provide a one year internship program for intern counselors who are assigned to the SACC after graduation from the Navy Drug and Alcohol Counselor School (NDACS).

4007. JOINT CAREER PLANNING DIVISION. The mission of the Joint Career Planning Division is accomplished through assigned tasks to:

1. Assist Commander in retaining only the highest quality personnel in accordance with current Marine Corps directives.
2. Provide temporary support and assistance to unit Career Planning programs. Control, monitor, and ensure timely action for administrative processing of reenlistment, extensions, and lateral move requests.
3. Maintain a central file on all pertinent request and messages concerning Career Planning matters.



4. Assign HQMC designated Career Planners to the appropriate Headquarters, Group, Battalion or Squadron and reassign within MCABEAST/2d MAW as necessary.
5. Conduct direct liaison with HQMC Career Planning.
6. Submit waiver requests for first-term reenlistment prerequisites to the COMCABEAST/CG 2d MAW.
7. Consolidate and evaluate monthly Career Planning report statistics and submit report to higher authority.
8. Ensure that Career Planning Newsgrams and Bulletins are disseminated to subordinate unit Career Planners.
9. Conduct Career Planning meetings the second and fourth Thursday of each month, or as required, with all primary and collateral (additional) duty Career Planners.
10. Request Career Planning promotional materials.
11. Conduct MCABE/2d MAW internal inspections.

4008. ADJUTANT. The mission of the Adjutant (see figure 4-3 for organizational chart) is accomplished through assigned tasks to:

1. Direct and supervise the administrative functions of the headquarters.
2. Authenticate, publish, and distribute routine orders and instructions.
3. Direct the operations of the Classified Material Control Center, Directives Control Branch, Postal Branch, and Guard Mail/Command Mail Section.
4. Supervise the Command's Reports Control Program.

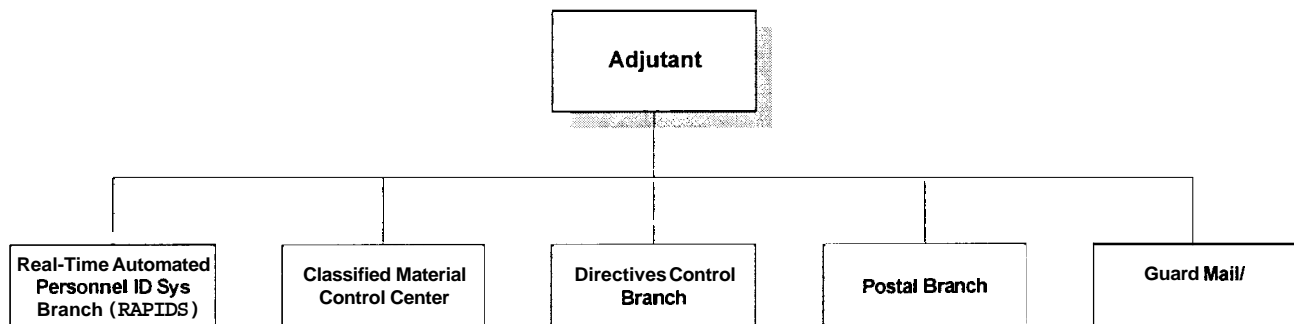


Figure 4-3.--Adjutant Organizational Chart

5. Provide other administrative services assigned by the C/S or the Assistant Chief of Staff, G-1 to relieve other staff sections of routine administrative responsibilities.
6. Administer the command Records Management Program and Records Disposition Program which includes the Paperwork Management Program to control forms and reports.

4009. REAL-TIME AUTOMATED PERSONNEL IDENTIFICATION SYSTEMS BRANCH. The mission of the Real-Time Automated Personnel Identification Systems (RAPIDS) Branch is accomplished through assigned tasks to:

1. Verify, issue, and authenticate ID cards and documentation required to ensure benefits authorized are received by active duty military personnel and dependents of the Army, Navy, Marine Corps, Air Force, and Coast Guard. This is to include enrollment in (Dependent Eligibility Enrollment Reporting System (DEERS) as appropriate.
2. Verify, issue, and authenticate ID cards and documentation required for retired and reserve personnel to receive ID cards and enrollment in DEERS as appropriate.
3. Issue ID cards to civilian employees.
4. Serve as area point of contact for all matters dealing with ID cards of all types and DEERS enrollment.
5. Provide ID card photo support as necessary to those tenant commands and organizations without photographic equipment.

4010. CLASSIFIED MATERIAL CONTROL CENTER. The mission of the Classified Material Control Center is accomplished through assigned tasks to receive, maintain custody of, and distribute MCAS classified publications, correspondence, and other classified documents received via registered mail.

4011. DIRECTIVES CONTROL BRANCH. The mission of the Directives Control Branch is accomplished through assigned tasks to maintain the office of record for the headquarters. Receive and distribute official mail for the headquarters. Maintain official directives files.

4012. POSTAL BRANCH. The mission of the Postal Branch is accomplished through assigned tasks to provide postal service for military personnel assigned to MCAS Cherry Point. Advise and assist the COMCABEAST on matters pertaining to postal affairs.

4013. GUARD MAIL/COMMAND MAIL BRANCH. The mission of the Guard Mail/ Command Mail Branch is accomplished through assigned tasks to consolidate all official mail received by MCAS Cherry Point. The Guard Mail/Command Mail Branch is the centralized pick-up/delivery point for all station (to include tenant commands') guard mail.

4014. MILITARY PERSONNEL DIVISION. The mission of the Military Personnel Division is accomplished through assigned tasks to:

1. Assign, reassign, and transfer personnel chargeable to MCC 022.
2. Prepare recommendations for assignment and reassignment of field grade/company grade officers.
3. Coordinate matters pertaining to absentees and deserters.
4. Prepare and maintain correspondence, records, and reports including statistical reports pertaining to staffing goals and personnel matters.
5. Maintain, monitor, and manage personnel data in an accurate manner so it can be used as a management tool.
6. Manage the Fleet Assistance Personnel (FAP) Program
7. Prepare special and letter orders to direct assignment, reassignment, and transfer of personnel.
8. Endorse Temporary Additional Duty (TAD) orders.
9. Administer personnel classification to include assignment, changing, and voiding Marine Occupational Skills (MOS).
10. Receive, route, and process correspondence and message traffic pertaining to personnel.
11. Manage the Personnel Sponsorship Program.
12. Issue stragglers orders in appropriate cases.
13. Join Marines for humanitarian TAD when necessary.
14. Coordinate HQMC personnel screening visits (Recruiter, DT, etc.).

4015. INJURY COMPENSATION OFFICE

1. Provides employing agency injury compensation case management.
2. Advise and assist supervisory personnel in carrying out their responsibilities under the Federal Employees Compensation Act (FECA).
3. Advise and assist injured employees in obtaining benefits under the FECA.

# MCAS CHERPT MAN ORG

## CHAPTER 5

### SECURITY DEPARTMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR OF SECURITY .....	5000	5-3
SECURITY MANAGER'S OFFICE .....	5001	5-3
SERVICES DIVISION .....	5002	<b>5-4</b>
ADMINISTRATIVE BRANCH .....	5003	5-5
SUPPLY BRANCH .....	5004	5-5
PASS AND ID BRANCH .....	5005	5-5
PETWARDEN BRANCH .....	5006	5-6
TRAINING BRANCH .....	5007	5-7
OPERATIONS DIVISION .....	5008	5-7
LAW ENFORCEMENT BRANCH .....	5009	5-8
MILITARY WORKING DOG BRANCH .....	5010	5-8
TRAFFIC BRANCH .....	5011	5-9
FLIGHT LINE/ORDNANCE SECURITY BRANCH .....	5012	5-9
CRIMINAL INVESTIGATION DIVISION .....	5013	5-10
CRIME PREVENTION BRANCH .....	5014	5-11
PHYSICAL SECURITY BRANCH .....	5015	5-11
FIRE DIVISION .....	5016	5-12

### FIGURE

5-1	SECURITY DEPARTMENT ORGANIZATIONAL CHART .....	5-3
5-2	SERVICES DIVISION ORGANIZATIONAL CHART .....	5-5

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
5-3	OPERATIONS DIVISION ORGANIZATIONAL CHART .....	5-7
5-4	CRIMINAL INVESTIGATION DIVISION ORGANIZATIONAL CHART ..	5-10

# MCAS CHERPT MAN ORG

## CHAPTER 5

### SECURITY DEPARTMENT

#### 5000. DIRECTOR OF SECURITY

1. Under the line authority of the C/S, the Director of Security advises and assists the COMCABEAST/CG MCAS Cherry Point, on all professional, technical, and administrative matters relating to the security of MCAS Cherry Point. (See figure 5-1 for organizational chart.)

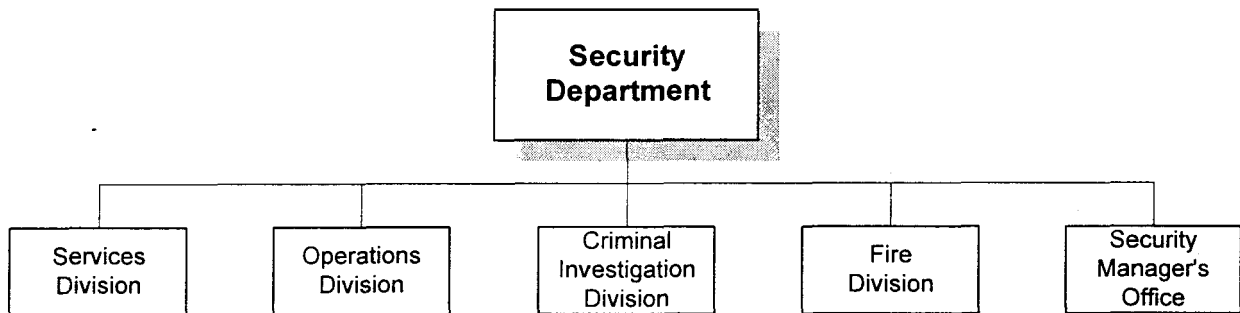


Figure 5-1.--Security Department Organizational Chart

2. The mission of the Security Department is accomplished through assigned tasks to:

- a. Be responsible for and exercise line authority in execution of established security policies through the various divisions of the Security Department.
- b. Forecast and plan requirements for personnel, facilities, equipment, and material.
- c. Direct, coordinate, and administer the operation of the Services Division, Operations Division, Criminal Investigation Division, Fire Division, and Security Manager's Office.
- d. Provide information security services.
- e. Provide fire protection services.
- f. Provide law enforcement services.

5001. SECURITY MANAGER'S OFFICE. The mission of the Security Manager is accomplished through assigned tasks to:

1. Serve as the installation commander's advisor and direct representative in all matters pertaining to the security of classified information and personnel security.
2. Develop written command information and personnel security program policies and procedures.

3. Administer personnel assignments to Command Security Program positions.
4. Coordinate, evaluate, review, and recommend action for actual or suspected security program violations.
5. Establish accountability and control procedures for classified information stored within the command.
6. Conduct the command's inspection program to ensure compliance with information and personnel security program requirements.
7. Develop and coordinate physical security measures for the protection of classified information.
8. Provide combination change and technical support for command security equipment.
9. Administer the command Security Clearance and Access Programs.
10. Administer command programs for assignment to sensitive positions.
11. Coordinate the submission of Personnel Security Investigations.
12. Administer the command Continuous Evaluation Program.
13. Administer the Command Official Visit Program.
14. Coordinate the command Industrial Security Program relationships with the Defense Investigative Service and DoD civilian contractors.
15. Maintain liaison and serve as the command point of contact with various DoD, DoN, USMC, and local security agencies and elements in support of the Information and Personnel Security Program.
16. Prepare, process, and maintain security program correspondence, reports, files, records, and automated support data.

5002. SERVICES DIVISION. The mission of the Services Division (see figure 5-2 for organizational chart) is accomplished through assigned tasks to:

1. Maintain the overall functioning and operation of the administrative and support functions of the Security Department.
2. Provide all commands, organizations, and units aboard the station information relative to members of the commands, organizations, or units.
3. Provide statistical data daily, weekly, monthly, and as required by the Provost Marshal and the CG.

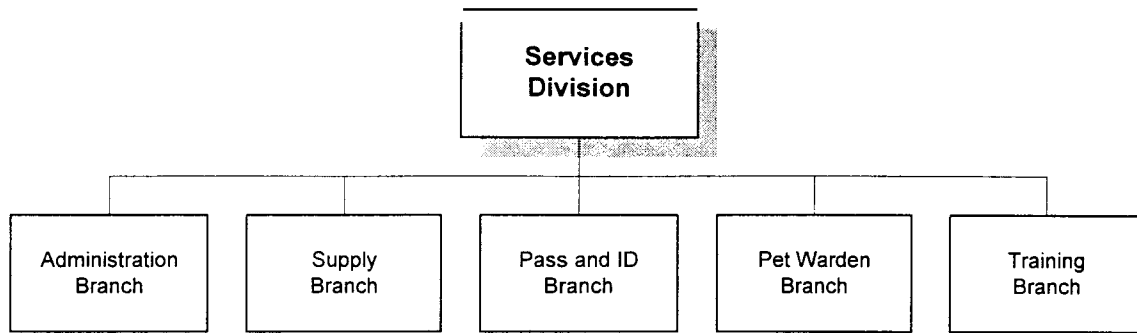


Figure5-2.--Services Division Organizational Chart

5003. ADMINISTRATION BRANCH. The mission of the Administration Branch is accomplished through assigned tasks to:

1. Provide for the preparation and processing of all reports and forms.
2. Provide for the maintenance of files.
3. Prepare correspondence and mail distribution.
4. Supervise civilian and military clerical staff.
5. Compile, consolidate, review, and submit all reports concerning security matters as required and originate such directives as are required to perform assigned functions.
6. Prepare reports related to liaison with local/regional law enforcement agencies as related to military personnel or property.
7. Maintain required records and files of criminal offenses.
8. Maintain a central file of orders, publications, and directives.

5004. SUPPLY BRANCH. The mission of the Supply Branch is accomplished through assigned tasks to:

1. Provide requisition and disposal support.
2. Provide, issue and maintain record control of all equipment used by the Provost Marshal's Office (PMO).
3. Prepare budget and coordinate fiscal matters for the Security Department.

5005. PASS AND ID BRANCH. The mission of the Pass and ID Branch is accomplished through assigned tasks to:



1. Verify eligibility and prepare civilian flight line ID badges for the air station, less Naval Aviation Depot (NAVAVNDEPOT).
2. Register all motor vehicles entering the air station.
3. Issue permanent decals to authorized personnel.
4. Issue temporary decals and passes to authorized personnel.
5. Issue visitor and special entry passes to authorized personnel
6. Maintain records and files on all passes and decals issued.
7. Register all pets, boats, and weapons introduced to and to be stored and retained aboard the air station.
8. Enter all registration and revocation information into the Computerized On-Line Police System (COPS).
9. Record and maintain files on all persons committing revocable offenses.
10. Maintain liaison with the Station Inspector's Office with respect to revocations and reinstatements.
11. Obtain all decals and passes from persons committing revocable offenses.
12. Enter all revocation information into COPS on persons suspended or revoked from operating motor vehicles and those reinstated to operate motor vehicles aboard the air station.
13. Maintain listings and enter into COPS all persons who have been debarred from the air station.
14. Type and maintain traffic court dockets and traffic court results rosters after court.
15. Process traffic citations issued by the military police, Station Inspector's Office, and NAVAVNDEPOT.
16. Record and maintain files on all reported traffic offenses aboard the air station.
17. Enter into COPS all traffic violations of persons convicted.

5006. PET WARDEN BRANCH. The mission of the Pet Warden Branch is accomplished through assigned tasks to:

1. Maintain stray animal facility.
2. Enforce pet control regulations and respond to animal complaints.
3. Prepare reports related to pet control functions.

4. Conduct traffic control daily for Arthur Edwards Elementary School.

5007. TRAINING BRANCH. The mission of the Training Branch is accomplished through assigned tasks to:

1. Ensure all MOS-related training is conducted as per the MOS Manual (ITS).
2. Serve as the Security Department Liaison to the Headquarters and Headquarters Squadron Training Section for essential subjects (rifle, pistol, PFT) training.

5008. OPERATIONS DIVISION. The mission of the Operations Division (see figure 5-3 for organizational chart) is accomplished through assigned tasks to:

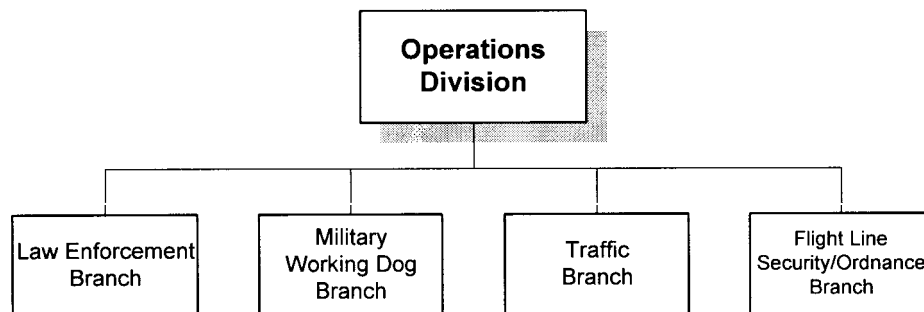


Figure 5-3.--Operations Division Organizational Chart

1. Maintain the overall functioning and operation of the law enforcement and flight line security responsibilities of the Security Department.
2. Provide protection from unlawful entry, sabotage, espionage, theft, or other covert acts.
3. Maintain the overall functioning and operation of the motor, foot and gate patrols.
4. Enforce orders and regulations pertaining to military personnel on and off-station and civilian personnel on station.
5. Coordinate the integration of the law enforcement effort within the Security Department.
6. Supervise the preparation of and review all military police records and reports.
7. Monitor and maintain the vehicle fleet assigned to PMO.
8. Maintain the Special Response Team for handling hostage and terrorist incidents and any special operations assigned.
9. Be responsible for responses to crashes, on or off station, involving military aircraft.

5009. LAW ENFORCEMENT BRANCH. The mission of the Law Enforcement Branch is accomplished through assigned tasks to:

1. Maintain the overall function and operation of the law enforcement responsibilities of the Security Department.
2. Enforce and execute security orders, regulations, and policies concerning military law and protection of property.
3. Provide protection of government and private property within the jurisdiction of the air station by enforcing physical security regulations.
4. Provide sentries at points *of* entry and egress and other locations according to current orders.
5. Check personnel and vehicles entering and leaving the air station for identification and registration.
6. Respond to trouble and emergency calls.
7. Apprehend and issue citations to violators as required
8. Respond to requests for assistance during domestic disturbances.
9. Make necessary reports of incidents and violators as required.
10. Develop and prepare such directives as are required to perform assigned functions.
11. Monitor and respond to alarm activations
12. Perform customs inspections on incoming overseas aircraft and cargo.

5010. MILITARY WORKING DOG BRANCH. The mission of the Military Working Dog Branch is accomplished through assigned tasks to:

1. Provide the capability for detection of illicit drugs and explosives.
2. Assist the local commanders in their efforts in eradicating drugs from within their commands.
3. Conduct barracks, vehicle, and facility inspections on an as-needed basis.
4. Provide demonstrations on the effectiveness of drug detection to the civilian and military communities.
5. Conduct gate searches and patrol functions as required.

5011. TRAFFIC BRANCH. The mission of the Traffic Branch is accomplished through assigned tasks to:

1. Investigate motor vehicle accidents on and off-station.
2. Enforce vehicular traffic regulations aboard the air station
3. Provide speed detection capability with the operation of speed detection devices.
4. Supervise the breathalyzer program for the air station.
5. Prepare and maintain accident reports.
6. Investigate traffic problem areas and take corrective action to improve traffic flow.
7. Provide for traffic control aboard the air station.
8. Impound abandoned vehicles.
9. Conduct parking lot surveys for safety and movement of traffic flow.
10. Conduct vehicle safety inspections.
11. Maintain liaison with traffic enforcement and traffic engineering agencies of the state and local law enforcement agencies.
12. Supervise parking for all special events when required.
13. Conduct motor vehicle safety classes on an as-needed basis.

5012. FLIGHT LINE/ORDNANCE SECURITY BRANCH. The mission of the Flight Line/Ordnance Security Branch is accomplished through assigned tasks to:

1. Maintain the overall function and operation of the flight line security responsibilities of the Security Department.
2. Enforce and execute security orders, regulations, and policies concerning flight line security and the protection of government and private property.
3. Provide protection of government and private property within the jurisdiction of the air station by enforcing physical security regulations.
4. Provide sentries at points of entry and egress and other locations according to current orders.
5. Check personnel and vehicles entering and leaving the flight line area for proper identification and access.

6. Apprehend and issue citations to violators of flight line security orders.
7. Make necessary reports of incidents and violators as required.
8. Develop and prepare such directives as are required to perform assigned functions.
9. Provide overall security for the Ordnance Point security area.
10. Conduct regularly scheduled bunker checks.
11. Ensure that only authorized personnel are allowed entry into the Ordnance Point area.
12. Enforce the rules and regulations of the air station.
13. Report to the Security Department Desk Sergeant any and all unusual or suspicious situations.
14. Report and apprehend any person(s) detected committing any violation or acting in a suspicious manner.

5013. CRIMINAL INVESTIGATION DIVISION. The mission of the Criminal Investigation Division (CID) (see figure 5-4 for organizational chart) is accomplished through assigned tasks to:

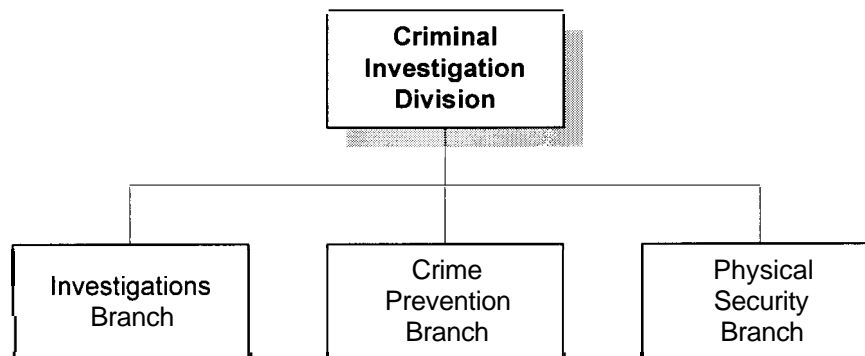


Figure 5-4.--Criminal Investigation Division Organizational Chart

1. Investigate crimes committed on the station not under the jurisdiction of the Federal Bureau of Investigation (FBI) or Naval Criminal Investigative Service (NCIS).
2. Investigate narcotics cases under jurisdiction assigned by higher authority.
3. Maintain close liaison with civil authorities, security representatives or other military forces in this area, the FBI, and other persons or organizations processing information relative to the enforcement of law as it pertains to military personnel aboard the Air Station.
4. Investigate narcotic and drug violations not investigated by NCIS.

5. Provide technical assistance to federal and local law enforcement agencies.
6. Maintain an evidence storage facility.
7. Provide custodian for receiving, safeguarding, and returning lost and found property to owners.

5014. CRIME PREVENTION BRANCH. The mission of the Crime Prevention Branch is accomplished through assigned tasks to:

1. Provide crime prevention surveys.
2. Provide "Operation Identification" programs to units and occupants of government quarters.
3. Maintain and monitor the station's "Crime Stop" line.
4. Conduct pre-deployment crime prevention briefs for squadrons.
5. Maintain a child identification program.
6. Maintain crime statistics and necessary files for crime prevention.
7. Conduct crime prevention presentation for units or organizations upon request.
8. Assist Bachelor Enlisted Quarters (BEQ) managers and barracks police sergeants in establishing and maintaining a continuous crime prevention program.
9. Conduct Officer Friendly/McGruff appearances throughout the year within the community.
10. Teach the Drug Abuse Resistance Education (D.A.R.E) program within the Havelock elementary schools.
11. Conduct PMO orientation briefs for newly arriving personnel.
12. Conduct tours of PMOs office upon request.
13. Maintain copies of all missing, lost, stolen, and recovered (MLSR) reports.

5015. PHYSICAL SECURITY BRANCH. The mission of the Physical Security Branch is to:

1. Determine the adequacy of the installation's physical security and loss prevention program by identifying those areas in which improvements are required and recommending corrective measures to the responsible commanding officer.
2. Develop a comprehensive installation Physical Security Plan
3. Conduct physical security surveys as prescribed.

4. Prepare physical security waiver/exception requests originated from the Security Department. Review all requests for physical security waivers and exceptions from tenant activities prior to submission to HQMC (POS-10).
5. Develop security and anti-terrorism aspects of crisis management to include participation in planning and implementation of procedures for crisis management situations which pose a threat to the physical security of the installation.
6. Assist in establishment and administration of the installation Physical Security Council.
7. Provide technical assistance and recommend equipment, procedures, and methods to enhance physical security and loss prevention efforts to include:
  - a. Identify restricted areas and ensure such areas are properly designated by the CG.
  - b. Identify real property, structures, and assets, by priority, to be protected
  - c. Determine and recommend establishment of barriers and points of ingress and egress.
  - d. Serve as the coordinator of the Key and Lock Control Program.
  - e. Review all plans for new construction or major modifications to post exchanges, service clubs, buildings, armories, and installation ammunition storage areas where pilferable high value items are stored.
  - f. Develop and prepare budget submissions in support of physical security upgrades and correction of physical security deficiencies.
  - g. Coordinate with and assist HQMC (POS-20) in the development and installation of electronic security systems for the air station.
  - h. Maintain and test electronic security systems as required.

5016. FIRE DIVISION. The mission of the Fire Division is accomplished through the assigned tasks to:

1. Provide fire protection services for the station and outlying fields.
2. Maintain three engine companies.
3. Conduct programs of fire prevention and fire safety.
4. Cross-train with and assist station crash crew at aircraft crash sites.
5. Provide forest fire fighting services and equipment.
6. Investigate causes of fires.

7. Train personnel.
8. Inspect, dispose, maintain, and replace fire fighting equipment and accessories.
9. Provide mutual aid support to the Forestry Service and local civilian fire departments,
10. Prepare fire bills.
11. Provide emergency medical services for military and civilian personnel.
12. Provide water rescue for military and civilian personnel.
13. Maintain fire extinguishers on flight line, buildings, outside storage areas, and auxiliary fields.
14. Contain and control hazardous material spills and leaks.
15. Provide high risk rescue for military and civilian personnel on and off station.
16. Provide motor vehicle accident victim extrication for military and civilians on and off station.
17. Conduct fire prevention inspections of all buildings aboard the air station and outlying fields.
18. Conduct first aid training for PMO personnel.
19. Conduct hazardous materials awareness training for PMO personnel.
20. Issue "Hot Work permits for military and civilian personnel for electric welding and open flame torches aboard the air station and at auxiliary fields.
21. Test and maintain all small tools and equipment used in fire suppression.
22. Stand by for special hazardous operations.
23. Issue welding permits for welding on aircraft.



MCAS CHERPT MAN ORG

CHAPTER 6

MORALE, WELFARE, AND RECREATION DIRECTORATE

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR OF MORALE, WELFARE, AND RECREATION (MWR) .....	6000	6-3
REVIEW AND ANALYSIS DEPARTMENT .....	6001	6-3
HUMAN RESOURCES OFFICE .....	6002	6-4
OPERATIONS/SUPPORT DEPARTMENT .....	6003	6-4
MARKETING DIVISION .....	6004	6-4
FISCAL DIVISION .....	6005	6-5
CASH OFFICE BRANCH .....	6006	6-6
MAINTENANCE/PROPERTY DIVISION .....	6007	6-6
CONTRACTING/PROCUREMENT DIVISION .....	6008	6-6
INFORMATION RESOURCES MANAGEMENT DIVISION .....	6009	6-6
RETAIL DEPARTMENT .....	6010	6-7
BUYERS DIVISION .....	6011	6-7
MAIN STORE DIVISION .....	6012	6-7
OUTLYING STORES DIVISION .....	6013	6-7
BARBERSHOPS DIVISION .....	6014	6-7
SERVICES DEPARTMENT .....	6015	6-7
GOLF DIVISION .....	6016	6-8
BOWLING DIVISION .....	6017	6-8
INFORMATION, TICKETS, AND TOURS (ITT) DIVISION .....	6018	6-8
OUTDOOR CONNECTION DIVISION .....	6019	6-8
MARINAS DIVISION .....	6020	6-8

## MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
RECREATION DEPARTMENT .....	6021	6-9
SPORTS PROGRAMS DIVISION .....	6022	6-9
FITNESS/AQUATICS DIVISION .....	6023	6-10
FAMILY ACTIVITY DIVISION .....	6024	6-10
HOBBYSHOPS DIVISION .....	6025	6-10
LIBRARY DIVISION .....	6026	6-10
THEATER DIVISION .....	6027	6-10
FOOD & HOSPITALITY DEPARTMENT .....	6028	6-10
OFFICERS' CLUB DIVISION .....	6029	6-10
STAFF NCO CLUB DIVISION .....	6030	6-11
CATERING DIVISION .....	6031	6-11
SNACK BAR DIVISION .....	6032	6-11
VENDING DIVISION .....	6033	6-11

## FIGURES

6-1	MORALE, WELFARE, AND RECREATION ORGANIZATIONAL CHART	6-3
6-2	OPERATIONS/SUPPORT DEPARTMENT ORGANIZATIONAL CHART	6-5
6-3	FISCAL DIVISION ORGANIZATIONAL CHART .....	6-5
6-4	RETAIL DEPARTMENT ORGANIZATIONAL CHART .....	6-7
6-5	SERVICES DEPARTMENT ORGANIZATIONAL CHART .....	6-8
6-6	RECREATION DEPARTMENT ORGANIZATIONAL CHART .....	6-9
6-7	FOOD & HOSPITALITY DEPARTMENT ORGANIZATIONAL CHART	6-11

CHAPTER 6

MORALE, WELFARE, AND RECREATION DIRECTORATE

6000. DIRECTOR OF MORALE, WELFARE, AND RECREATION (MWR)

1. Under the line authority of the C/S, the Director of MWR advises and assists the COMCABEAST/CG MCAS Cherry Point, on matters pertaining to the Marine Corps Exchange (MCX) retail operations; morale, welfare and recreational programs; food and hospitality programs; and vending and contract concession operations. (See figure 6-1 for organizational chart.)

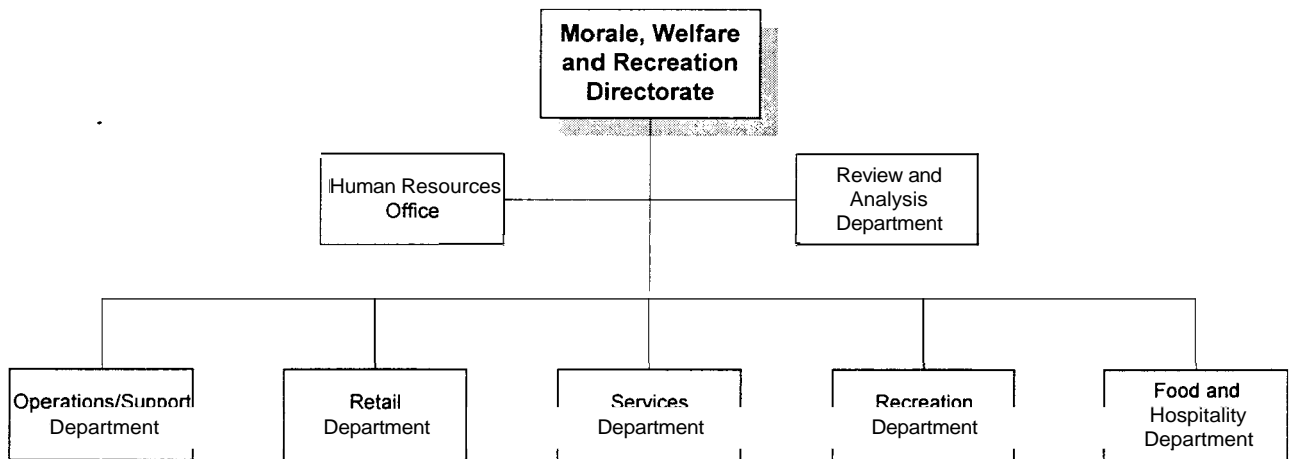


Figure 6-1.--Morale, Welfare, and Recreation Organizational Chart

2. The mission is accomplished through assigned tasks to :

- a. Exercise management control over the Retail, Recreation, Food and Hospitality, Services, Operations Support, and Review & Analysis Departments and the Human Resources Office.
- b. Exercise centralized control of records and reports of the above departments and offices.
- c. Interpret, apply, and execute policies established by higher authority.
- d. Coordinate systems services and reporting procedures of subordinate departments.
- e. Act as staff contact and supervisor for all authorized MWR non appropriated fund activities.
- f. Maintain liaison with all MWR related advisory boards, councils and committees.
- g. Plan, review and implement directives and policies affecting subordinate departments.

6001. REVIEW AND ANALYSIS DEPARTMENT. The mission of the Review and Analysis Department is accomplished through assigned tasks to:

1. Inspect all activities to ensure compliance with operating directives and regulations in order to achieve efficiency, effectiveness, and economy in operations.
2. Provide control and supervision over all physical counts of inventories as requested.
3. Provides security for all MWR activities.
4. Ensure that appointing orders are issued to all Department Heads, Contracting Officers and Purchasing Agents.
5. Conducts periodic cash counts of all change/petty cash fund and coordinates year-end cash counts. Accomplishes special projects (i.e. Marine Corps Balls, Air Show, etc.) as directed.
6. Coordinates with and assists investigative agencies such as CID, NCIS and PMO in security matters related to MWR.
7. Plans, directs and participates in special reviews, investigations or studies. Coordinates these activities internal or external agencies. Provides written reports that includes recommendations.

6002. HUMAN RESOURCES OFFICE. The mission of the Human Resources Office is accomplished through assigned tasks to:

1. Provide detailed personnel administrative procedures consistent and in conformance with the principles and authorities contained in applicable laws, executive orders, DoD, and SECNAV Instructions for the overall administration and utilization of employees of Marine Corps Non Appropriated Fund Instrumentality's (NAFI's).
2. Perform organizational analysis
3. Perform and coordinate education and training activities to include Total Quality Leadership (TQL) and Civilian Leadership Development.

6003. OPERATIONS/SUPPORT DEPARTMENT. Under the line authority of the Director of MWR, the Operations/Support Department provides support in the areas of marketing, fiscal, maintenance and property, contracting and procurement, and information resources management. (See figure 6-2 for organizational chart.)

6004. MARKETING DIVISION. The Marketing Division develops marketing plans, strategies, and programs for MWR activities.

1. The mission is accomplished through assigned tasks to:
  - a. Plan, coordinate and conduct marketing related surveys and provide analysis of same.

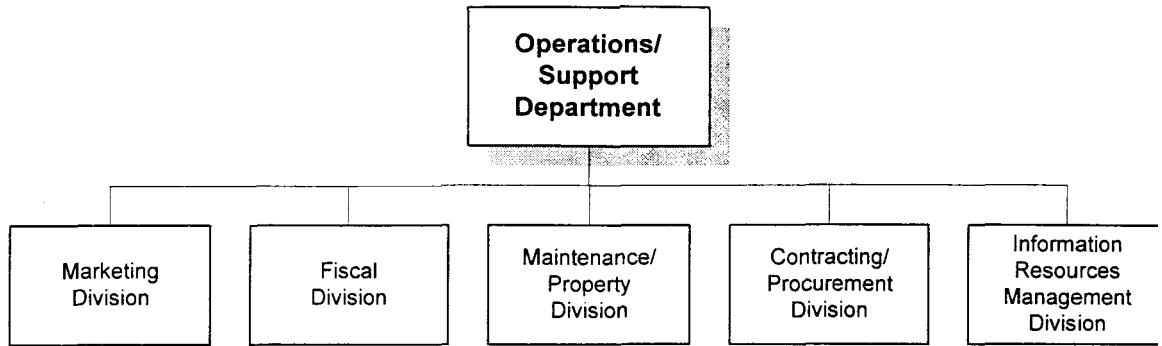


Figure 6-2.--Operations/Support Department Organizational Chart

b. Coordinate all communication efforts, including media and public relations programs, newsletters, and publicity.

2. The Community Relations/Commercial Sponsorship program provides cash, product and in-kind support for MWR special events and activities. Coordinates the MWR Welcome Homes for our deployed Marines and MWR involvement and support of the Salute to our Volunteer Heroes and the Salute to Women in the Military. This division works closely with the Key Volunteers, Key Wives and Staff NCO Wives aboard the Air Station.

6005. FISCAL DIVISION. The mission of the Fiscal Division is accomplished through the following tasks: (See figure 6-3 for organizational chart)

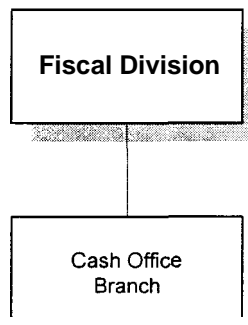


Figure 6-3.--Fiscal Division Organizational Chart

1. Administers all accounting functions for MWR and Child Development Center (CDC) in accordance with regulations.

2. Maintains accountability over cash banking and investments accounts for MWR and CDC. Provides budget and financial reporting and analysis to MWR program managers. Processes all insurance claims for MWR.

3. Serves as collection office for returned checks and other outstanding debts owed MWR and CDC.

6006. CASH OFFICE BRANCH. The mission of the Cash Office Branch is to serve as MWRs' mini banking facility issuing change funds, accounting for daily receipts, and making deposits for MWR to the resident bank. Also responsible for the primary MWR check cashing facility which provides free check cashing to MWR patrons averaging between \$800,000 to \$1.2 million monthly.

6007. MAINTENANCE/PROPERTY DIVISION. The mission of the Maintenance/Property Division is accomplished through the assigned tasks to:

1. Manage and coordinate projects for buildings, and grounds within the MWR Directorate.
2. Serve as Safety Specialist and Hazardous Waste/Hazardous Materials and Environmental Coordinator.
3. Prepare and submit a budget which covers the five year plan for proposed replacement and improvement of facilities.
4. Coordinate repairs to all equipment and building maintenance within the MWR Directorate.
5. Receives all MWR property and non-resale items. Coordinates the turn-in of all MWR property items to DRMO.
6. Maintain athletic fields.

6008. CONTRACTING/PROCUREMENT DIVISION. The mission of the Contracting/Procurement Division is to make smart business decisions when fulfilling MWR's contracting and procurement requirements, using standardized contracts whenever possible, while applying strict adherence to all laws and regulations pertaining to contracting and procurement.

6009. INFORMATION RESOURCES MANAGEMENT DIVISION. The mission of the Information Resources Management Division is accomplished through assigned tasks to:

1. Maintains integrity of all MWR Management Information Systems. Coordinates local efforts with the MWR Support Activity, Army Air Force Exchange System (AAFES), Naval Exchange Command (NEXCOM) and hardware vendors (i.e. IBM, etc.) to ensure that MIS systems are functional for program managers.
2. Provides computer room support to MWR program managers. Distributes system generated reports to proper personnel.
3. Provide information systems support to managers and employees.

6010. RETAIL DEPARTMENT. Under the line authority of the Director of the MWR, the Retail Department directs and coordinates retail operations with respect to management methods, operational policies, merchandise controls, and monetary affairs in accordance with directives from higher authority; and provides guidance and ensures efficient operating functioning of all retail sales activities of the Exchange. (See figure 6-4 for organizational chart.)

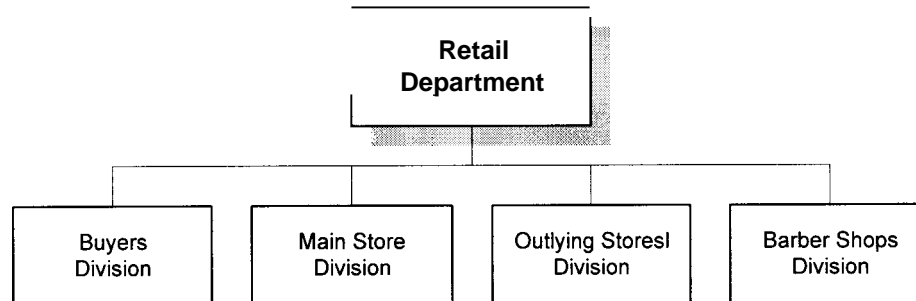


Figure 6-4.--Retail Department Organizational Chart

6011. BUYERS DIVISION. The mission of the Buyers Division is accomplished through assigned tasks to:

1. Program and procure supplies, property, equipment items, and items for resale for MWR activities.
2. Enter into contractual obligations on behalf of the MWR organizations, maintain stock control records and accountability and administer direct delivery agreements.
3. Evaluate resale activities for stock levels, items stocked, turnovers, and display.

6012. MAIN STORE DIVISION. The mission of the Main Store Division is accomplished through assigned tasks to furnish authorized patrons with articles and services necessary for the health, comfort, and convenience at reasonable prices and provide funds to support the recreation fund program.

6013. OUTLYING STORES DIVISION. The mission of the Outlying Stores Division is to manage the two convenience stores, service station, package store, and sale and issue of military clothing.

6014. BARBER SHOPS DIVISION. The mission of the Barber Shops Division is to provide a quality haircut at a reasonable price.

6015. SERVICES DEPARTMENT. The mission of the Services Department (see figure 6-5 for organizational chart) is accomplished through assigned tasks to:

1. Provide a variety of leisure services at reasonable prices.

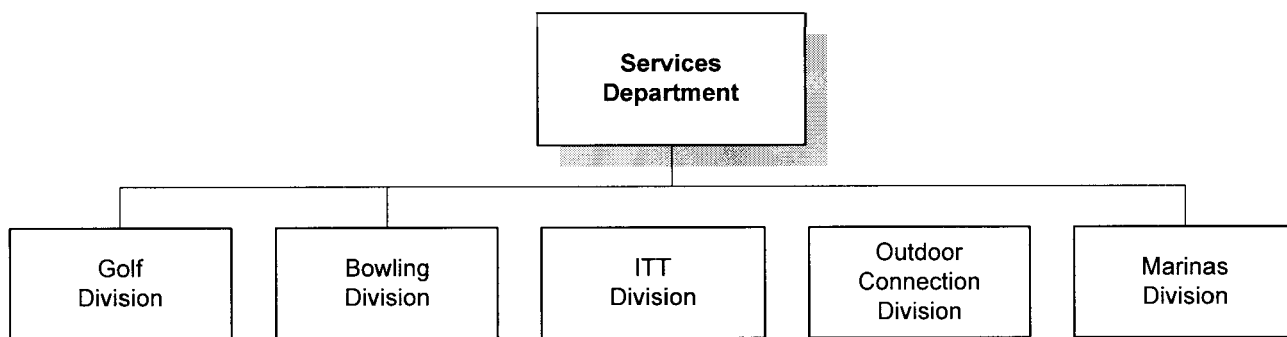


Figure6-5.--Services Department Organizational Chart

2. Maintain a variety of third party contractors for the Quality of Life of our patrons.
3. Provide and maintain animal treatment and care at the Veterinary Treatment Facility for privately owned animals of authorized patrons.

6016. GOLF DIVISION. The mission of the Golf Division is accomplished through assigned tasks to operate the station golf course, ensure that the golf course and all associated equipment is properly maintained, and provide technical assistance and equipment sales through the pro shop.

6017. BOWLING DIVISION. The mission of the Bowling Division is accomplished through assigned tasks to operate the station bowling alley, ensure that the facility and all associated equipment is properly maintained, and provide technical assistance and equipment sales through the pro shop.

6018. INFORMATION, TICKET, AND TOURS (ITT) DIVISION. The mission of the ITT Division is to provide assistance to military personnel, their families and other authorized patrons in obtaining information on travel, tours, reservations, and reduced ticket prices.

6019. OUTDOOR CONNECTION DIVISION. The mission of the Outdoor Connection Division is accomplished through the assigned tasks to manage and operate a check in/out system for athletic and recreation equipment and maintain equipment.

6020. MARINAS DIVISION. The mission of the Marinas Division is accomplished through the assigned tasks to:

1. Operate and maintain two marinas, two lodges and picnic areas.
2. Perform maintenance on boats, motors, and trailers.



3. Administer the North Carolina Boaters Safety Course.

6021. RECREATION DEPARTMENT. Under the line authority of the Director of MWR, the Recreation Department promotes and provides a well-rounded MWR program to ensure the mental and physical well-being of active duty military and their dependents. The department is organized and operated to provide a varied program of wholesome and constructive leisure time activities which will effectively contribute to the stimulation, development, and maintenance of the mental, physical and social well-being of authorized participants. The Single Marine Program provides diverse recreation programs and services designed to improve the quality of life of the single military personnel living on station. The department coordinates and supervises the operation of the Sports Programs, Fitness Centers, Aquatics Programs, Community Center, Youth Activities Programs, Auto Hobby Shop, Craft Hobby Shop, Library, and the Theater Programs. (See figure 6-6 for organizational chart)

6022. SPORTS PROGRAMS DIVISION. The mission of the Sports Programs Division is accomplished through assigned tasks to:

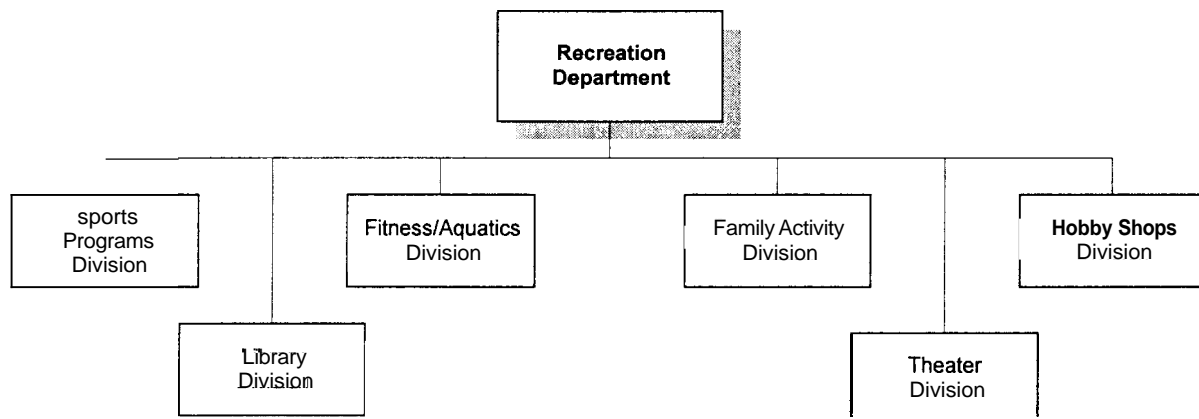


Figure 6-6.--Recreation Department Organizational Chart

1. Plan and supervise the sports programs for the command.
2. Supervise preparation and distribution of detailed schedules for each intramural and special event sports program.
3. Maintain records of team standings and tournaments.
4. Approve hiring and payment of officials.
5. Prepare the budget for the sports programs.
6. Approve payment for trophies, awards and equipment.

6023. FITNESS/AQUATICS DIVISION. The mission of the Fitness/Aquatics Division is accomplished through assigned tasks to:

1. Supervise and control aerobics classes, fitness testing and fitness center operations
2. Operate three swimming pools, one staying open year round. Classes and individual instructions are provided.

6024. FAMILY ACTIVITY DIVISION. The mission of the Family Activity Division is accomplished through assigned tasks to:

1. Provide family-oriented programs and services to include instructional classes, meeting rooms, self-directed recreational programs and special events.
2. Meet the needs of dependent youth by providing year round age appropriate programming.

6025. HOBBY SHOPS DIVISION. The mission of the Hobby Shops Division is accomplished through assigned tasks to:

1. Provide authorized patrons with the facilities and tools to service their own vehicles at the Auto Hobby Shop.
2. Meet the creative needs of patrons in the area of arts and crafts. Craft Hobby Shops are established in ceramics and woodworking providing classes and workshops in these and various other arts and crafts.

6026. LIBRARY DIVISION. The mission of the Library Division is to operate the station library, ensuring that all library services are readily made available to all authorized patrons. The Library Division provides educational support and recreational reading.

6027. THEATER DIVISION. The mission of the Theater Division is to provide entertainment and personal experiences in performing arts as well as the operation of a movie schedule.

6028. FOOD & HOSPITALITY DEPARTMENT. Under the line of authority of the Director of MWR, the Food and Hospitality Department (see figure 6-7 for organizational chart) ensures efficient operations while providing food and beverage services for authorized patrons at reasonable prices.

6029. OFFICERS' CLUB DIVISION. The mission of the Officers' Club Division is accomplished through assigned tasks to provide facilities, programs, and services to patrons to spend their leisure time; programs and services include food, beverage, and entertainment programs.

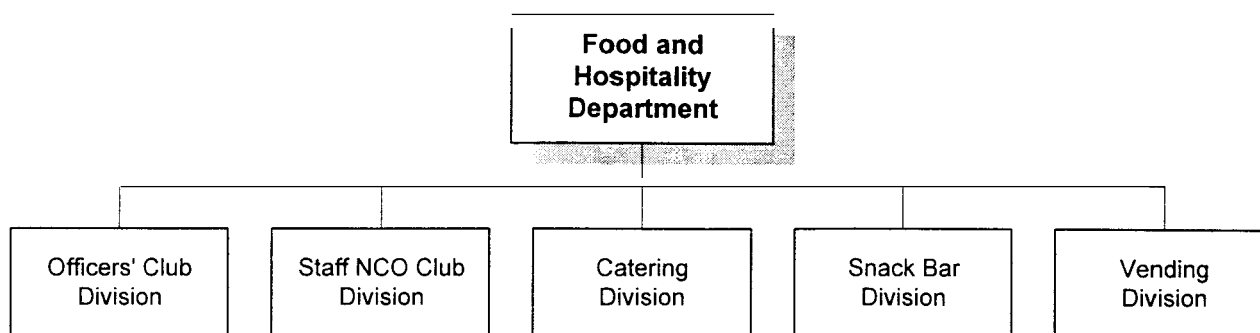


Figure 6-7.--Food and Hospitality Department Organizational Chart

6030. STAFF NCO CLUB DIVISION. The mission of the Staff NCO Club Division is accomplished through assigned tasks to provide facilities, programs, and services to patrons to spend their leisure time; programs and services include food, beverage, and entertainment programs.

6031. CATERING DIVISION. The mission of the Catering Division is accomplished through assigned tasks to provide profitability and control Catering Division operations.

6032. SNACK BAR DIVISION. The mission of the Snack Bar Division is accomplished through assigned tasks to operate all snack bars, mobile trucks, and other essential food establishments aboard the air station (less the dining facility).

6033. VENDING DIVISION. The mission of the Vending Division is accomplished through assigned tasks to provide administrative control and profitability of direct vending services.

# MCAS CHERPT MAN ORG

## CHAPTER 7

### OPERATIONS DIRECTORATE

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR OF OPERATIONS .....	7000	7-5
MARINE AIR TRANSPORTATION AND COORDINATION OFFICE .....	7001	7-6
MCABE AIRSPACE MANAGEMENT BRANCH .....	7002	7-6
MCABE AIR TRAFFIC CONTROL (ATC) QUALITY ASSURANCE BRANCH	7003	7-7
AIRFIELD OPERATIONS DEPARTMENT .....	7004	7-7
FLIGHT CLEARANCE DIVISION .....	7005	7-8
EXPLOSIVE ORDNANCE DISPOSAL (EOD) DIVISION .....	7006	7-8
TRANSIENT SERVICES DIVISION .....	7007	7-9
VISITING AIRCRAFT LINE BRANCH .....	7008	7-9
AIR FREIGHT AND PASSENGER SERVICES BRANCH .....	7009	7-9
AVIATION CRASH, FIRE, AND RESCUE DIVISION .....	7010	7-9
AIR TRAFFIC CONTROL (ATC) DIVISION .....	7011	7-10
RADAR BRANCH .....	7012	7-10
TOWER BRANCH .....	7013	7-10
RECOVERY DIVISION .....	7014	7-11
AIR TRAFFIC CONTROL MAINTENANCE (ATCM) DIVISION .....	7015	7-11
ATCM COMMUNICATIONS/NAVIGATIONAL AIDS/WEATHER BRANCH ...	7016	7-12
ATC RADAR/MICROWAVE BRANCH .....	7017	7-12
WEATHER SERVICES DIVISION .....	7018	7-13
AERIAUSURFACE TARGETS DEPARTMENT .....	7019	7-13

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
CENTRAL SCHEDULING DIVISION .....	7020	7-14
ATLANTIC FIELD DIVISION .....	7021	7-14
RANGE DIVISION .....	7022	7-14
TARGET CONSTRUCTION BRANCH .....	7023	7-14
EQUIPMENT MAINTENANCE BRANCH .....	7024	7-15
RANGE OPERATIONS BRANCH .....	7025	7-15
UTILITY BOATS DIVISION .....	7026	7-15
TRAINING AND EDUCATION SUPPORT DEPARTMENT .....	7027	7-15
ASSISTANT TRAINING OFFICER .....	7028	7-16
COMMAND HISTORIAN .....	7029	7-16
VISUAL INFORMATION SYSTEMS DIVISION .....	7030	7-17
AUDIOVISUAL AIDS LIBRARY BRANCH .....	7031	7-19
AUDIOVISUAL EQUIPMENT MAINTENANCE SECTION .....	7032	7-19
LOCAL TELEVISION PRODUCTION AND DISTRIBUTION SYSTEMS (LTDS) BRANCH .....	7033	7-19
TELEVISION EQUIPMENT MAINTENANCE SECTION .....	7034	7-20
PHOTOGRAPHY AND GRAPHIC ARTS BRANCH .....	7035	7-20
SIMULATED SYSTEMS BRANCH .....	7036	7-21
TRAINING ADMINISTRATIVE AND SUPPLY DIVISION .....	7037	7-22
ADMINISTRATION BRANCH .....	7038	7-22
PURCHASING/ACCOUNTING BRANCH .....	7039	7-22
CIVILIAN DEVELOPMENT BRANCH .....	7040	7-23
EDUCATION DIVISION .....	7041	7-23

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
ACADEMIC AND MARKSMANSHIP DIVISION .....	7042	7-23
MARKSMANSHIP BRANCH .....	7043	7-24
RIFLE RANGE SECTION .....	7044	7-25
PISTOL RANGE SECTION .....	7045	7-25
SCHOOLS BRANCH .....	7046	7-25
CORPORAL LEADERSHIP SCHOOL SECTION .....	7047	7-26
DEFENSIVE DRIVING SCHOOL SECTION .....	7048	7-26
MOTORCYCLE SAFETY COURSE SECTION .....	7049	7-26
COMMAND AIR CREW TRAINING SECTION .....	7050	7-26

## FIGURE

7-1 OPERATIONS DIRECTORATE ORGANIZATIONAL CHART .....	7-5
7-2 AIRFIELD OPERATIONS DEPARTMENT ORGANIZATIONAL CHART	7-8
7-3 TRANSIENT SERVICES DIVISION ORGANIZATIONAL CHART .....	7-9
7-4 AIR TRAFFIC CONTROL DIVISION ORGANIZATIONAL CHART .....	7-10
7-5 AIR TRAFFIC CONTROL MAINTENANCE DIVISION ORGANIZATIONAL CHART .....	7-11
7-6 AERIAL/SURFACE TARGETS DEPARTMENT ORGANIZATIONAL CHART .....	7-13
7-7 RANGE DIVISION ORGANIZATIONAL CHART .....	7-14
7-8 TRAINING AND EDUCATION SUPPORT DEPARTMENT ORGANIZATIONAL CHART .....	7-15
7-9 VISUAL INFORMATION SYSTEMS DIVISION ORGANIZATIONAL CHART .....	7-17

MCAS CHERPT MAN ORG

FIGURE

	<u>PAGE</u>
7-10 TRAINING ADMINISTRATION DIVISION ORGANIZATIONAL CHART ..	7-22
7-11 ACADEMIC AND MARKSMANSHIP DIVISION ORGANIZATIONAL CHART .....	7-24
7-12 MARKSMANSHIP BRANCH ORGANIZATIONAL CHART .....	7-25
7-13 SCHOOLS BRANCH ORGANIZATIONAL CHART .....	7-25

CHAPTER 7

OPERATIONS DIRECTORATE

7000. DIRECTOR OF OPERATIONS

1. Under the line authority of the C/S, the Director of Operations advises and assists COMCABEAST/CG MCAS Cherry Point on matters pertaining to operations. (See figure 7-1 for organizational chart.)

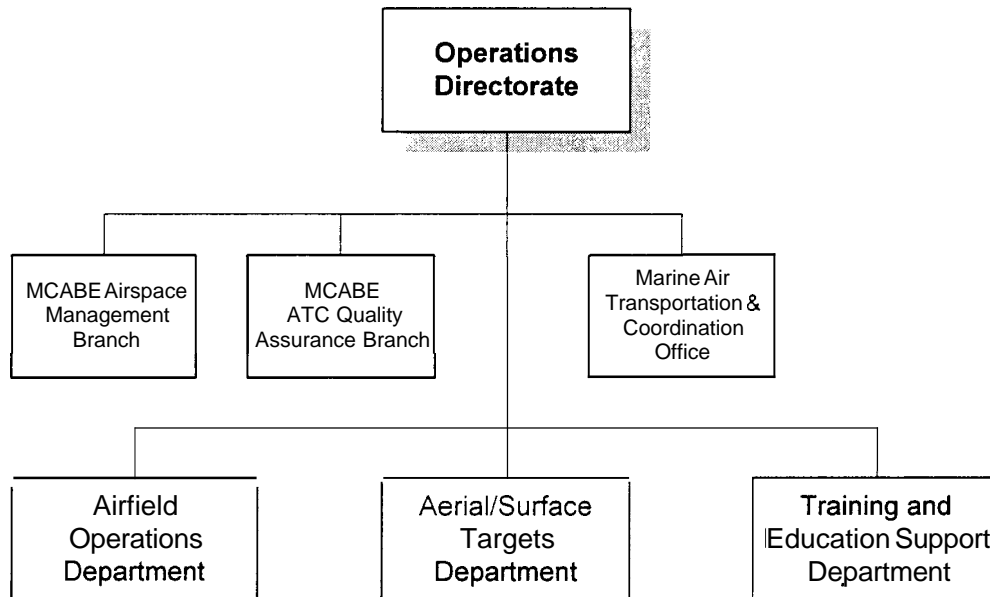


Figure 7-1.--Operations Directorate Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Plan, formulate, and recommend policy pertaining to operations of assigned airfields and outlying fields.
- b. Originate, authenticate, and issue such directives as are required to perform assigned functions.
- c. Advise the Commander on conditions of readiness that must be attained to minimize damage from destructive weather.
- d. Formulate and prepare emergency, continuity, and capability plans as required.
- e. Plan, coordinate, and effect liaison to minimize damage and to evacuate assigned and tenant unit aircraft in the event of destructive weather.



- f. Forecast requirements for personnel, facilities, equipment, and materials for subordinate departments.
- g. Coordinate airspace requirements and provide air traffic control in assigned airspace as required.
- h. Supervise the management and utilization of assigned mission support aircraft.
- i. Coordinate logistic and administrative airlift requirements.
- j. Coordinate arrangements in connection with use of military resources for civilian occasions, such as, parades and displays.
- k. Submit reports required by higher authority concerning the above functions.
- l. Maintain operational control over all Aerial/Surface Target facilities under the cognizance of COMCABEAST.

#### 7001. MARINE AIR TRANSPORTATION AND COORDINATION OFFICE

- 1. Under the line authority of the Director of Operations, the Marine Air Transportation and Coordination Office manages Marine base command support aircraft located at MCAS Beaufort, MCAS Cherry Point and MCAS New River.
- 2. The mission is accomplished through assigned tasks to validate and process airlift requests originating from the Strategic Mobility Section of Fleet Marine Forces, Atlantic, 2d MAW, and Marine Corps bases, air stations, and independent Marine Corps activities located east of the Mississippi River (exclusive of the Washington, DC area).

7002. MCABE AIRSPACE MANAGEMENT BRANCH. Mission is accomplished through assigned tasks to:

- 1. Act as MCABE Regional Airspace Coordinator.
- 2. Provide scheduling and control of Special Use Airspace (SUA) within cognizance
- 3. Document and maintain usage records of all SUA and Military Training Routes (MTR's) within cognizance.
- 4. Serve as coordinator for all airspace within purview of MCABE.
- 5. Provide direct liaison to other military, Federal Aviation Administration (FAA), and local activities and the appropriate Naval Representative (NAVREP) for joint airspace issues.
- 6. Monitor regional airspace encroachment concerns.

7. Collect, screen, and consolidate all regional airspace requirements for submission to TYCOM/ CINC within the Naval Airspace Plan.
8. Representing MCABE at FAA hearings, city planning meetings and county zoning board meetings addressing airspace issues.
9. Perform duties as outlined in OPNAVINST 3770.2H.

7003. MCABE AIR TRAFFIC CONTROL (ATC) QUALITY ASSURANCE BRANCH. The mission is accomplished through assigned tasks to:

1. Manage the MCABE ATC Quality Assurance Program.
2. Perform all NATOPS evaluations for all areas in the Operations Directorate (i.e., ATC, ATC Maintenance, Airfield Operations, Terminal Instrument Approach Procedures (TERPS), Airspace, Flight Clearance/Base Operations) for the Command.
3. Perform all MCABE Inspector General inspections for all areas in the Operations Directorate (i.e., ATC, ATC Maintenance, Airfield Operations, TERPS, Airspace, Flight Clearance/Base Operations) for the Command.
4. Coordinate with outside agencies (i.e., FAA, CNO, COMNAVAIRLANT, NATCA and any other military or civilian agencies) for the command as necessary to support, implement, assist and advise MCABE ATC in operational, training and technical areas.
5. Manage a standardized ATC training program for all MCABE ATC facilities in accordance with the NAVAIR 00-80T-114 and all other applicable manuals, publications, orders and instructions.
6. Oversee the TERPS Program for all MCABE Air Stations/Airfields.

#### 7004. AIRFIELD OPERATIONS DEPARTMENT

1. Under the line authority of the Director of Operations, the Airfield Operations Department provides procedures, facilities, and agencies necessary for the orderly and safe control of air traffic on the airfield and within designated control areas. (See figure 7-2 for organizational chart.)
2. The mission is accomplished through assigned tasks to:
  - a. Procure, install, and maintain air navigation facilities at MCAS Cherry Point, and those airfields and facilities under the operational control of COMCABEAST.
  - b. Provide the following: a complete weather service; crash, fire, and rescue services; aerial search and rescue facilities; rescue and salvage operations and services; control tower; radar ATC facilities; and transient aircraft servicing. These services must be operational or immediately available 24 hours per day, except during holidays. During government holidays when the field is closed, a Notice to Airman (NOTAM) will be posted.

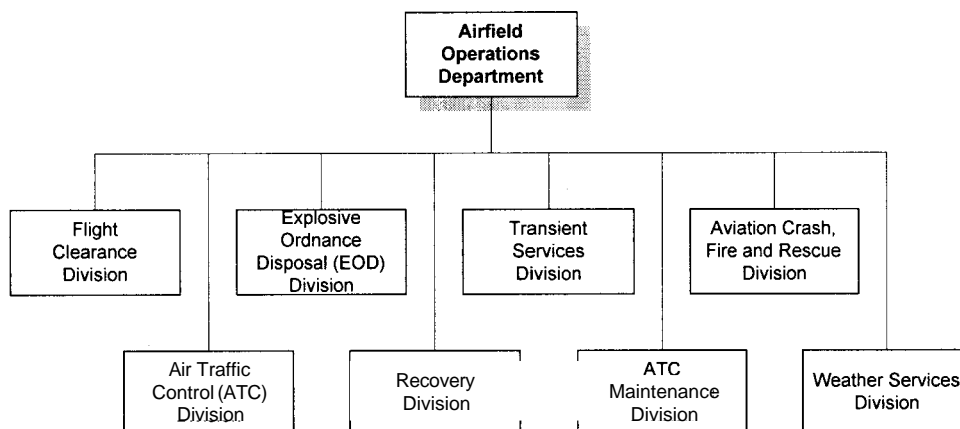


Figure 7-2.--Airfield Operations Department Organizational Chart

- c. Perform routine administrative services and provide administrative control of correspondence assigned to the Airfield Operations Department.
- d. Maintain an up-to-date file of necessary publications, directives, instructions, and etc.

7005. FLIGHT CLEARANCE DIVISION. The mission of the Flight Clearance Division is accomplished through assigned tasks to:

1. Process flight plans
2. Maintain an up-to-date NOTAM file.
3. Provide publications necessary for flight planning purposes.

7006. EXPLOSIVE ORDNANCE DISPOSAL (EOD) DIVISION. The mission of the EOD Division is accomplished through assigned tasks to:

1. Detect, identify, recover, and dispose of U.S. and foreign hazardous explosives (nuclear, chemical, or biological ordnance, weapons and components).
2. Provide assistance to the Security Officer, Provost Marshal, and U.S. Secret Service for the protection of the President of the United States and other VIP's as requested.
3. Provide assistance to federal and civil authorities as directed
4. Determine types and amounts of special equipment and classified material required by Explosives Ordnance Disposal/Nuclear Weapons Disposal (EOD/NWD) watch.
5. Maintain liaison with station and wing departments, federal agencies, civil authorities, and other service EOD units in this locale.

6. Ensure EOD/NWD team is trained, equipped, and capable of performing its mission.

7007. TRANSIENT SERVICES DIVISION. The mission of the Transient Services Division (See figure 7-3 for organizational chart) is accomplished through assigned tasks to maintain a Visiting Aircraft Line Branch and an Air Freight and Passenger Services Branch.

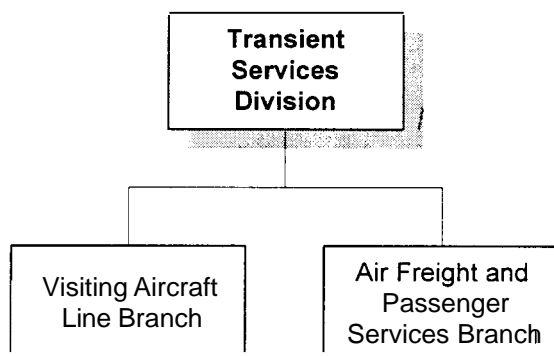


Figure 7-3.--Transient Services Division Organizational Chart

7008. VISITING AIRCRAFT LINE BRANCH. The mission of the Visiting Aircraft Line Branch is accomplished through assigned tasks to provide "follow me," parking, and servicing for transient aircraft.

7009. AIR FREIGHT AND PASSENGER SERVICES BRANCH. The mission of the Air Freight and Passenger Services Branch is accomplished through assigned tasks to ensure proper loading and off-loading of passengers, baggage, and cargo of all transport aircraft departing or arriving at MCAS Cherry Point.

7010. AVIATION CRASH, FIRE, AND RESCUE DIVISION. The mission of the Aviation Crash, Fire, and Rescue Division is accomplished through assigned tasks to:

1. Provide continual preparedness to rescue air crewmen in the event of aircraft crashes or fires.
2. Extinguish fires resulting from aircraft crashes and fuel and ordnance fire/explosions.
3. Provide personnel and equipment to assist aircraft accident investigators and upon release of an aircraft conduct salvage operations within a 150-mile radius of MCAS Cherry Point.
4. Establish and maintain self-contained breathing apparatus (SCBA) respiration protection program for Crash, Fire, Rescue, and EOD personnel.
5. Train maintenance, flight line, and fuel handling personnel in the proper use of fire extinguishers.

6. Assist, upon request, the station Fire Department in the extinguishment of major fuel fires.
7. Provide support as required for the Space Shuttle Contingency Force.

7011. AIR TRAFFIC CONTROL (ATC) DIVISION. The mission of the ATC Division (see figure 7-4 for organizational chart) is accomplished through assigned tasks to:

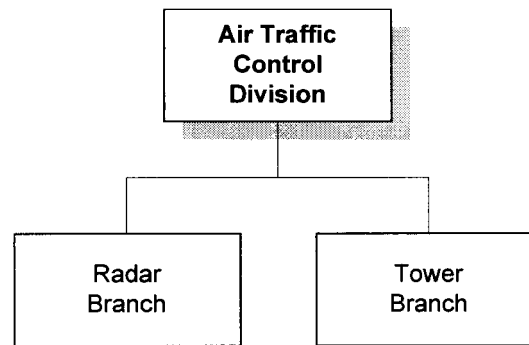


Figure 7-4.--Air Traffic Control Division Organizational Chart

1. Ensure the safe, orderly and expeditious movement of all air and ground traffic within the ATC facility area of control.
2. Maintain liaison with NAVREPs, **FAA** representatives, local base officials, and representatives of other agencies, commands, or services on ATC matters.
3. Assist in the investigation of accidents and the disposition of operational errors and deviations.
4. Determine the operational capability of all ATC electronic and communication equipment.
5. Train, certify, and supervise ATC personnel.
6. Coordinate airspace matters with the Regional Airspace Coordinator (RAC).

7012. RADAR BRANCH. The mission of the Radar Branch is to provide radar ATC services to instrument flight rules (IFR) and visual flight rules (VFR) air traffic within the area of jurisdiction delegated to the ATC facility.

7013. TOWER BRANCH. The mission of the Tower Branch is to issue clearances and information to aircraft and vehicular traffic operating on runways, taxiways, other designated areas of the airfield, and in assigned surface areas.

7014. RECOVERY DIVISION. The mission of the Recovery Division is accomplished through assigned tasks to:

1. Provide emergency arresting gear and optical landing services to all aircraft utilizing the runways at MCAS Cherry Point.
2. Install, maintain, and operate all arresting gear systems assigned to MCAS Cherry Point.
3. Install, maintain, and operate all optical landing aid systems assigned to MCAS Cherry Point.
4. Coordinate and provide, upon request, non-emergency arrestment services to squadrons.
5. Provide briefs, upon request, to squadrons aboard MCAS Cherry Point.
6. Provide services pertaining to the 7011 MOS as directed by higher authority.

7015. AIR TRAFFIC CONTROL MAINTENANCE (ATCM) DIVISION. The mission of the ATCM Division (see figure 7-5 for organizational chart) is accomplished through assigned tasks to:

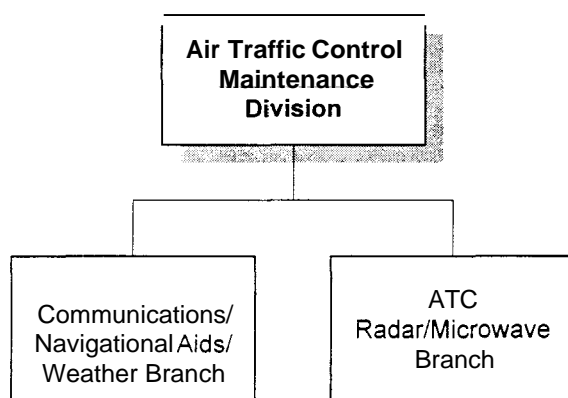


Figure 7-5.--Air Traffic Control Maintenance Division Organizational Chart

1. Operate, administer, organize, coordinate, and supervise preventive and corrective maintenance certification, security, and installation of ATC electronic systems used to support airfield operations.
2. Analyze operations, review maintenance techniques, and conduct inspections to ensure accurate and reliable ATC electronic systems operation.
3. Determine technical training needs and establish required training programs to promote expedient and accurate resolutions of equipment malfunctions and certify assigned civilian/military technicians.
4. Coordinate, with COMSPAWARSYSCOM/ISEA engineers in equipment installation, modifications, operational problems, and supply difficulties.

5. Provide liaison with the federal aviation agency and Terminal Radar Approach Control (TRACON) facility personnel in the accomplishment of ATC electronics systems and equipment certification flight inspections.

7016. ATCM COMMUNICATIONS/NAVIGATIONAL AIDS/WEATHER BRANCH. The mission of the ATC Communications/NAVAIDS/Weather Branch is accomplished through assigned tasks to:

1. Ensure certification preventive and corrective maintenance of the ATC communications, navigational aids, and meteorological electronic systems used for airfield operations is conducted.
2. Investigate, test, analyze, diagnose, and tune ATC navigational aids electronic systems and meteorological electronic systems to ensure continuous and reliable operations.
3. Assist installation and design engineers in resolving equipment operations, maintenance problems, and technical data deficiencies.
4. Provide electronic systems certification in accordance with Office of the Chief of Naval Operations Instructions (OPNAVINST) and interagency agreements.
5. Conduct local training programs to promote expedient and accurate resolutions of equipment malfunctions.
6. Assist the COMSPAWARSSYSCOMN/ISEAs in the installation, modification, and extensive field maintenance of NAVAIDS.
7. Develop preventive maintenance plans for newly installed equipment/systems as required.

7017. ATC RADAR/MICROWAVE BRANCH. The mission of the ATC Radar/Microwave Branch is accomplished through assigned tasks to:

1. Ensure preventive and corrective maintenance of the ATC electronic radar and microwave systems used by the Radar Control (RACON) facility is performed.
2. Investigate, test, analyze, diagnose, and tune ATC electronic radar/microwave systems, critical to the military and the national Airspace System, to ensure continuous and reliable operations.
3. Assist installation and design engineers in resolving equipment operation, maintenance problems, and technical data deficiencies.
4. Provide electronic systems certification in accordance with OPNAVINST and interagency agreements.
5. Conduct local training programs to promote expedient and accurate resolution of equipment malfunctions.

6. Assist COMSPAWARSSCOM/ISEAS in the installation, modification, and extensive field maintenance of radar systems.
7. Develop preventive maintenance plans for newly installed radar/microwave systems as required.

7018. WEATHER SERVICES DIVISION. The mission of the Weather Services Division is accomplished through assigned tasks to:

1. Provide meteorological services to the Air Station, tenant organizations, and transient air crews.
2. Observe, record, and disseminate information on local weather phenomena.
3. Issue local area weather forecasts, warnings, and advisories and establish conditions of readiness when hazardous or destructive weather conditions are expected.
4. Provide preflight weather briefings to departing aircrews.
5. Maintain local area climatology and prepare climatological studies as required; prepare and distribute monthly climatological/astronomical data.

#### 7019. AERIAL/SURFACE TARGETS DEPARTMENT

1. The Aerial/Surface Targets Department maintains operational control over all Aerial/Surface Targets facilities under the cognizance of COMCABEAST. (See figure 7-6 for organizational chart.)

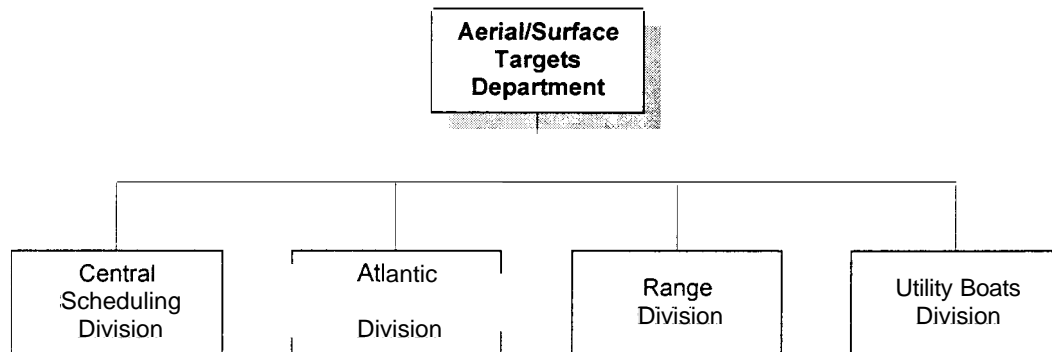


Figure 7-6.--Aerial/Surface Targets Department Organizational Chart

2. The mission is accomplished through assigned tasks to:
  - a. Perform budget formulation to support target facilities and subordinate divisions.
  - b. Coordinate, with the Director of Facilities, the maintenance of such assigned target facilities.



c. Establish target facilities for air-to-ground ordnance exercises; operate, maintain and improve these facilities as necessary to simulate the latest potential hostile threat environment; and to carry out such directives as established by higher authority.

d. Provide a central scheduling center for airspace and ranges assigned to COMCABEAST.

7020. CENTRAL SCHEDULING DIVISION. The mission of the Central Scheduling Division is accomplished through assigned tasks to:

1. Provide a centralized scheduling center and airspace and range facilities assigned to MCABE.
2. Ensure, through scheduling of airspace and range facilities, that conflicts are resolved prior to users entering assigned areas, thus, relieving congestion and precluding the loss of resources.
3. Schedule and brief military training routes and insure the most correct information is published in military planning documents.
4. Maintain constant liaison with Airfield Operations Department, wing, group, squadron, joint, and other service personnel in matters pertaining to airspace and range facilities operability and capabilities.

7021. ATLANTIC FIELD DIVISION. The mission of the Atlantic Field Division is accomplished through assigned tasks to operate, maintain, and improve Atlantic Field and facilities directed by higher authority.

7022. RANGE DIVISION. The mission of the Range Division (See figure 7-7 for organizational chart) is accomplished through assigned tasks to construct, maintain, and operate target facilities, equipment, and range instrumentation, as directed by higher authority.

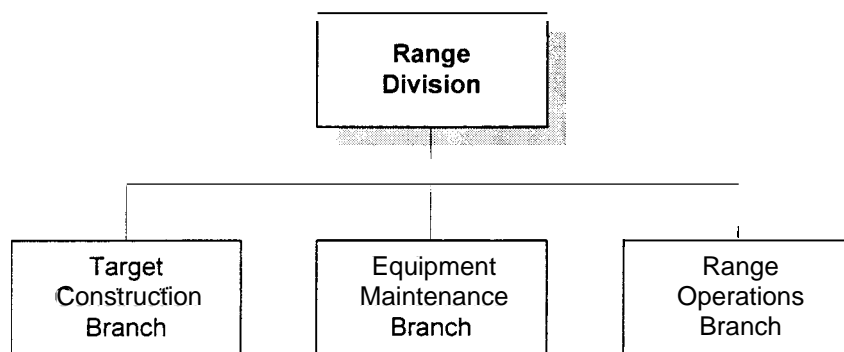


Figure 7-7.--Range Division Organizational Chart

7023. TARGET CONSTRUCTION BRANCH. The mission of the Target Construction Branch is accomplished through assigned tasks to construct and maintain the ordnance impact targets, laser targets, strafe targets, and other targets as may be directed.

7024. EQUIPMENT MAINTENANCE BRANCH. The mission of the Equipment Maintenance Branch is accomplished through assigned tasks to maintain remote controlled equipment, range peculiar equipment, and electrical/electronic assets on the ranges.

7025. RANGE OPERATIONS BRANCH. The mission of the Range Operations Branch is accomplished through assigned tasks to operate all range instrumentation to control and score aircrew missions.

7026. UTILITY BOATS DIVISION. The mission of the Utility Boats Division is accomplished through assigned tasks to provide and maintain a waterborne capability for transporting personnel and equipment for aerial target complexes, to remove oil spillage deposits; perform search and rescue missions and conduct other waterborne utility operations when so directed by higher authority.

#### 7027. TRAINING AND EDUCATION SUPPORT DEPARTMENT

1. Under the line of authority of the Director of Operations, the Training Officer, Training and Education Support Department, advises and assists the COMCABEAST/CG MCAS Cherry Point, on matters pertaining to training, audiovisual support, and education functions. (See figure 7-8 for organizational chart.)

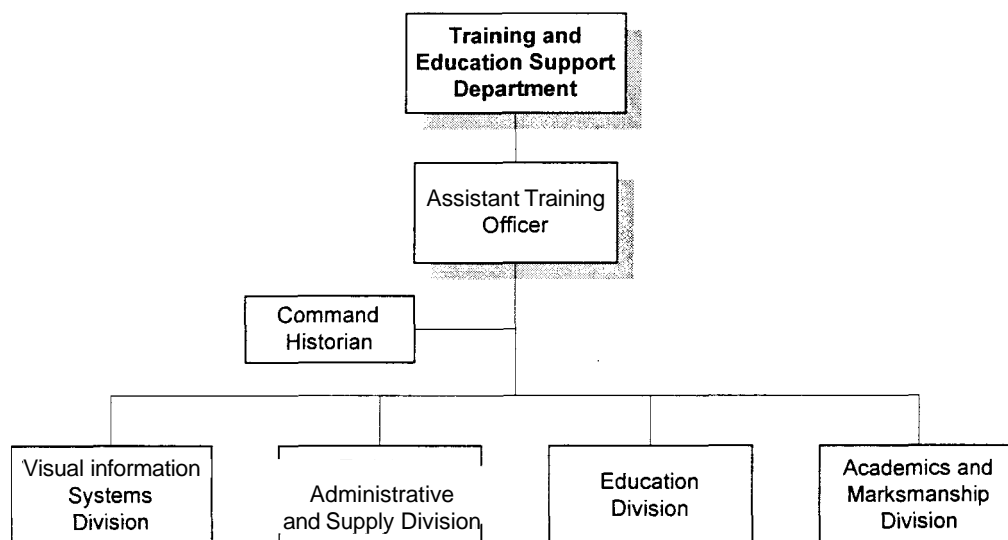


Figure 7-8.--Training and Education Support Department Organizational Chart

2. The mission is accomplished through assigned tasks to:

a. Maintain functional control over the Visual Information Systems (VIS) at MCAS Cherry Point and staff cognizance over Training and Audiovisual Support Centers (TAVSC) within MCABE. This control will cover the following areas, but not limited to matters pertaining to:

- (1) Management systems.
- (2) Manpower utilization within TAVSCs.
- (3) Equipment utilization and availability.
- b. Provide training and audiovisual consultant services to MCABE.
- c. Coordinate the planning, development, promotion, and implementation of MCABE training and audiovisual management improvement measures and training systems.
- d. Coordinate the analysis and review designs of new training and audiovisual systems for MCABE.
- e. Origin-ate, authenticate, and issue such directives as are required to perform functions assigned.
- f. Conduct training and audiovisual surveys as directed by the Commander, C/S, and higher authority.
- g. Consolidate budget reports from the MCABE TAVSCs and prepare a final draft for submission to the MCABE Comptroller for submission to higher authority.
- h. Contract for civilian and military training.

7028. ASSISTANT TRAINING OFFICER. Serves as the direct representative of the Training Officer in maintaining the general efficiency and conduct of the work of the entire Department ; executes the policies and orders of the Training Officer. Performs the duties of the Training Officer in his/her absence.

7029. COMMAND HISTORIAN. The mission of the Command Historian is accomplished through assigned tasks to:

- 1. Adhere to the regulations set forth in the Marine Corps Historical Program.
- 2. Research, collect documentation, write edits, and update the histories of MCABE.
- 3. Establish and maintain liaison with depositories such as the National Archives, the Library of Congress, and various sections of the Headquarters, United States Marine Corps, History and Museums Division.
- 4. Restore, conserve, and preserve artifacts and historical aircraft on display or loan.
- 5. Display professional and quality exhibits.

6. Ensure that all work is performed in accordance with state-of-the-art museum methods, techniques and procedures, and any guidelines provided by HQMC History and Museums Division.

#### 7030. VISUAL INFORMATION SYSTEMS DIVISION

1. Under the line authority of the Training Officer, the Head of the Visual Information Systems Division (VISD) is responsible for the management of visual information system (VIS) resources for the provision of VIS services and products. Visual information systems apply, but are not limited to: visual information (VI), audiovisual information (AI), and simulated systems (SS) equipment, facilities, products, personnel, maintenance, supplies, acquisition, budget, and other support functions needed to support military and civilian training, combat, deployments or routine readiness operations in garrison or in the field by host and tenant organizations of MARFORLANT, II MEF and MCABE. Includes VIS activities that expose and process original photography, record and broadcast electronically (computer networking, television and audio), reproduce still photography, duplicate electronic recordings, produce/present VI and AV products and services, distribute or preserve VI and AV products, prepare graphic arts manually or by computer, maintain custody of assigned SS, provide **SS** CORs, supply and equipment services. (See figure 7-9 for organizational chart.)

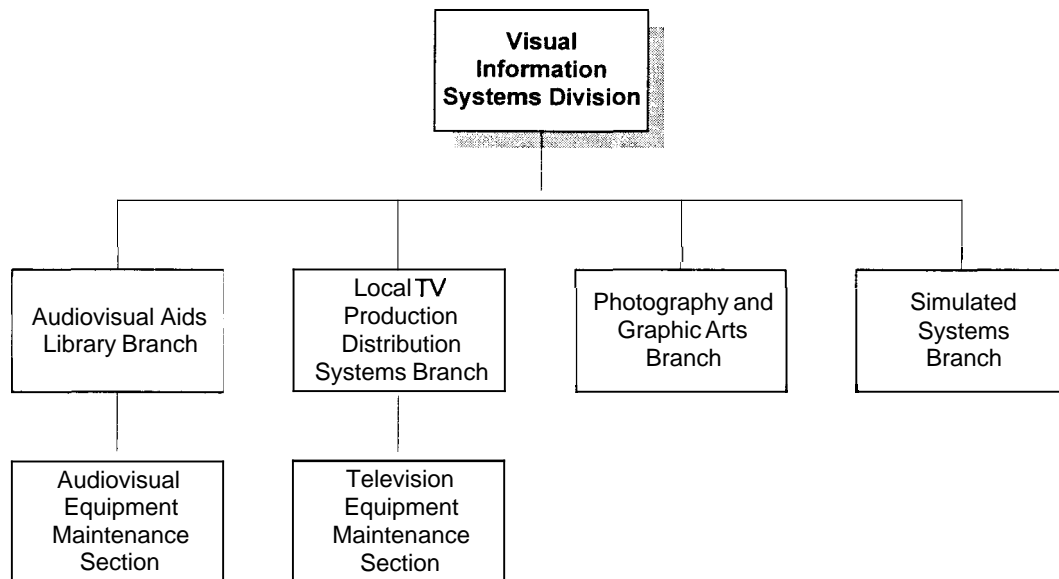


Figure 7-9.-- Visual Information Systems Division Organizational Chart

2. The mission is accomplished through assigned tasks to:

a. Advise the Training Officer on matters related to VIS services, products, and equipment in support of command tenant organizations at MCABE, and all geographically proximate federal agencies or commands.

b. Consolidate reports and data concerning Training and Audiovisual Support (TAVS) facilities within MCABE.

- c. Provide counseling and develop policies pertaining to VIS matters for MCABE.
- d. Consolidate VIS budget, resources, and personnel requirements for MCABE VIS facilities
  - (1) Provide central management and review of VIS resource allowances and authorizations.
  - (2) Determine optimum allowances of VIS equipment to permit satellite TAVS facilities to carry out mission assignments.
  - (3) Adjust authorization for VIS resource allowances to ensure specific organizational capabilities required under current plans.
  - (4) Plan for and ascertain VIS resource requirements.
  - (5) Determine timely budget and acquisition projects of VIS programs.
  - (6) Determine and report VIS resources, shortages, and deficiencies.
- e. Obtain or prepare VIS products (other than productions covered below) such as photography, processing, reproduction, duplication of audio and videotapes, scripting, graphic arts, and sound recordings.
- f. Support existing products with a depository and distribution operations, and use existing products to support other functions or presentation systems.
- g. Maintain VIS resources to provide:
  - (1) Responsive support for military operations, contingencies, and emergencies.
  - (2) Support of civilian government training programs for employees.
  - (3) Training capability and proper career progression for essential VIS personnel.
- h. Produce unified presentations utilizing either sound or visual imagery, or both, to convey a message through a recorded medium or broadcast; combine audio or visual products in continuity according to a plan or script.
- i. Process, reproduce, or duplicate audio and visual copies from an original or master copy, including making duplicate and master copies and recordings for all uses.
- j. Maintain a depository to issue and reclaim AV, VI and SS equipment and products, duplicated material, and the records pertaining to the AV, VI and SS material stored therein.
- k. Provide products of VIS media elements such as still photography, graphic arts, still projections (overhead transparencies and slides), videotape, audio recordings, computer generated images and presentations.

l. Train AV, VI and SS personnel and non-AV, VI and SS personnel in techniques of production and use of AV, VI and SS equipment, products, or presentations. Maintain rotational training for combat MOS's (4641-Combat Photographer, 4671-Combat Motion Media, 4653-Combat VI Maintenance) while in garrison for combat deployment.

m. Provide multimedia presentations and limited programs using more than one AV, VI and SS medium in a single communication, either sequentially or simultaneously. The media involved are packaged separately and are synchronized to the progress of a time-based component, usually audio. Multimedia includes media such as computer software, video, slides with prerecorded audio, or a combination of any three.

7031. AUDIOVISUAL AIDS LIBRARY BRANCH. The mission of the Audiovisual Aids Library Branch is accomplished through assigned tasks to:

1. Procure, stock, and maintain audiovisual equipment for temporary issue to MCABE and tenant units as required. Maintain associated records and files and initiate reports required.
2. Procure, maintain, and evaluate learning systems.
3. Loan available audiovisual equipment to qualified, trained users.
4. Provide consultation services for users of VIS equipment and products utilized in specific training environments.
5. Provide operator training for personnel utilizing VIS equipment and products.

7032. AUDIOVISUAL EQUIPMENT MAINTENANCE SECTION. The mission of the Audiovisual Equipment Maintenance Section is accomplished through assigned tasks to maintain VIS equipment (less TV equipment). Maintain operator care and maintenance of the cardiopulmonary resuscitation equipment.

7033. LOCAL TELEVISION PRODUCTION AND DISTRIBUTION SYSTEMS (LTDS) BRANCH. The mission of the Local Television Production and Distribution Systems (LTDS) Branch is accomplished through assigned tasks to:

1. Process, reproduce, and duplicate audio and video copy materials from the products generated by acquisition and production accomplishments. Includes making duplicate and master, intermediate, videotaped materials and copies for uses beyond the original or master copy.
2. Acquire, produce, program, and transmit programs, productions, and videotaped material for instructional, educational, command, public interest, or informational purposes.
3. Acquire, operate, and maintain television and television associated equipment, systems, and products.

4. Maintain records, files, and reports required of the LTDS Branch.
5. Maintain an audiovisual depository.
6. Acquire, operate, and utilize cablevision and other distribution systems, head-end equipment, test equipment, and interface equipment for programming television material for educational, informational, and communication purposes, to include satellite and teleconferencing broadcast and receiving.
7. Maintain and operate television studio and mobile production capabilities with the ability to transmit live programming over the local distribution system as appropriate for local requirements.
8. Operate studio and distribution systems to provide command and control communications to government subscribers of installed cablevision systems during emergency, hazardous weather conditions, or contingency situations when activated by COMCABEAST.
9. Train AV, VI and SS and non-AV, VI and SS personnel in techniques of television production and operation of the LTDS.
10. Provide television programming, products, counseling, or assistance to satellite TAVS, to include microwave transmitted programs.

7034. TELEVISION EQUIPMENT MAINTENANCE SECTION. The mission of the Television Equipment Maintenance Section is accomplished through assigned tasks to maintain TV equipment, systems, and cablevision system installation, maintenance, and repair.

7035. PHOTOGRAPHY AND GRAPHIC ARTS BRANCH. The mission of the Photography and Graphic Arts Branch is accomplished through assigned tasks to:

1. Provide photographic services for MCABE and attached units in accordance with current regulations.
2. Process public interest photography for Joint Public Affairs Officer, new construction, aerial photography, reproduction, projectual slides, audiovisual products, special investigations, and photography of historical interest for CMC Marine Corps Archives.
3. Procure and maintain photographic and digital photographic equipment required and authorized.
4. Assign qualified personnel to emergency crash watch on a daily 24-hour basis.
5. Maintain adequate personnel on flight status to cover crash sites and for aerial photography.
6. Provide support and assistance to MCABE satellite VIS facilities.

7. Design and produce two and three dimensional visual aids (projectual transparencies and slides) for training missions of a statistical, narrative, editorial, or pictorial nature.
8. Design and manufacture (by computer-graphic and manual processes) briefing charts, graphs, maps, statistical information, and original training and technical illustrations (printing method reproduction) for training missions.
9. Provide desktop layout and design prior printing.

#### 7036. SIMULATED SYSTEMS BRANCH

1. Contracting Officers Representatives (CORs) are certified by the Contracting Officer, Naval Air System Command or the Naval Air Warfare Center Training Systems Division (NAWC-TSD). The CORs for a simulated system (SS) represents the Contracting Officer, to ensure a contractor meets all standards and specifications for a simulated systems contract. The COR also represents the best interests of the Command and acts as liaison between the Contracting Officer, Base Commander, FMF using activity, contractor, and aircraft type commander (TYCOM). SS services include but are not limited to: government furnished equipment, simulator equipment, facilities, supplies, budget, limited acquisition, and other support functions. SS equipment includes Weapon Systems Trainers (WST), Operational Flight Trainers (OFT), Cockpit Procedures Trainers (CPT), Part Task Trainers (PTT), Team Tactics Trainers (TTT), Night Attack Weapons Systems Trainer (NAWST), Weapons Team Tactics Trainer (WTTT), maintenance trainers and minor training equipment.

2. The mission is accomplished through assigned tasks to:

- a. Advise the Head of the VIS Division on matters pertaining to SS services and equipment in support of command and tenant activities within the MCABE structure.
- b. Provide reports and data concerning SS within MCABE for use by the command and for higher authorities.
- c. Provide assistance to develop policies pertaining to SS matters for MCABE.
- d. Submit budget and resources requirements and projections.
- e. Report shortages and deficiencies concerning SS facilities, equipment, parts and operations.
- f. Maintain an overview of SS resources to report:
  - (1) Support of military operations, training, readiness and contingencies.
  - (2) Support of civilian training programs for government employees.
  - (3) Research, needed planning, and specific concurrence or recommendations for new or continuing requirements for SS for command and tenant activities within MCABE. Provide liaison



between MCABE and all organizations chartered with the development of SS equipment and facilities.

7037. TRAINING ADMINISTRATIVE AND SUPPLY DIVISION. Under the line authority of the Training Officer, the Training Administrative and Supply Division (see figure 7-10 for organizational chart) is responsible for the administrative and fiscal duties within the department and the administration of a command-wide civilian development training program.

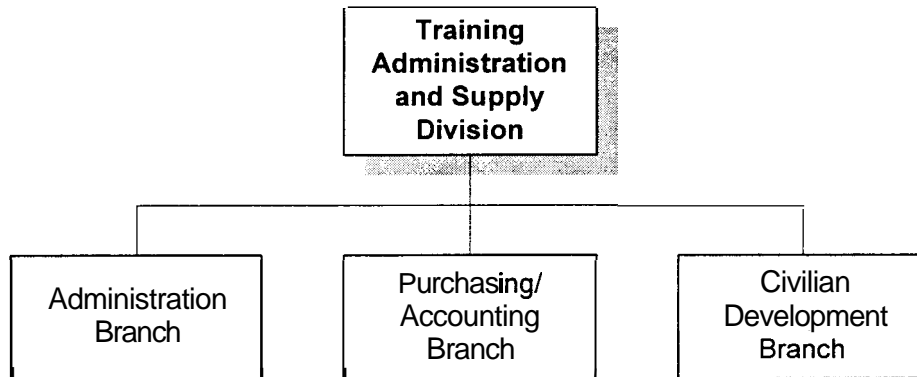


Figure 7-10.-- Training Administration Division Organizational Chart

7038. ADMINISTRATION BRANCH. The mission of the Administration Branch is accomplished through assigned tasks to:

1. Provide administrative services to the department.
2. Maintain custodial records for directorate property.
3. Act as liaison with the Director of Facilities for building and grounds maintenance/utilities.

7039. PURCHASING/ACCOUNTING BRANCH. The mission of the Purchasing/Accounting Branch is accomplished through assigned tasks to:

1. Prepare, maintain, submit, and account for the directorate budget matters, including equipment, utilization data, consumable supplies and office equipment requisitions.
2. Provide supplies for the department. Maintain the records for the IMPAC card purchases.
3. Requisition, receive, ship, and issue supplies and parts required by the department.
4. Provide accountability and maintain custodial records for equipment/systems within the Training Department.

7040. CIVILIAN DEVELOPMENT BRANCH. The mission of Civilian Development Branch is accomplished through assigned tasks to:

1. Budget for and administer costs relative to command-wide civilian training objectives.
2. Provide training program administration including assessment of Command training needs and coordinating/contracting for programs to maintain a civilian work force that will achieve the goals of serviced organizations within MCABE.
3. Manage the training database for the Command training programs with input to the Regional Service Center in Norfolk, VA. Serve as the lead office by assisting Command offices in training data input.

7041. EDUCATION DIVISION

1. Under the line authority of the Training Officer, the Education Division directs the off-duty education program for MCABE and 2d MAW.
2. The mission is accomplished through assigned tasks to:
  - a. Coordinate and conduct military liaison for resident university and college activities that provide off-duty education programs.
  - b. Operate Test Control Office for the administration of the College Level Examination Program and other examinations sponsored by Defense Activity for nontraditional Education Support (DANTES/0946).
  - c. Administer the Marine Corps personnel classification test program for MCABE and 2d MAW.
  - d. Counsel personnel on education goals, plans, programs, Veterans Administration education benefits, DANTES credit by exam, education elements of commissioning programs, and other educational matters.
  - e. Oversee the Basic Skills Education Program (BSEP), the Military Academic Skills Program (MASP), the Marine Corps Satellite Education Network (MCSEN), the Adult High School Completion Program, to include the General Education Development (GED) Exam Program, in cooperation with Craven Community College.

7042. ACADEMIC AND MARKSMANSHIP DIVISION

1. Under the line authority of the Training Education Officer, the Academic and Marksmanship Division (see figure 7-11 for organizational chart) manages all station military academic and marksmanship training. This management applies, but is not limited to, equipment, facilities, products, personnel, supplies, acquisition, budget, and other support functions.

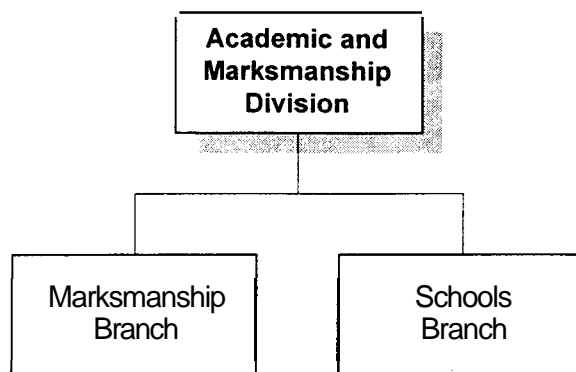


Figure 7-11.--Academic and Marksmanship Division Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Advise the Training Officer on matters related to military academic training and marksmanship training in support of command and tenant organizations at Cherry Point.
- b. Consolidate reports and data concerning military academic training and marksmanship training.
- c. Develop policies pertaining to military academic training and marksmanship training.
- d. Advise and consolidate the military academic and marksmanship training budget, resources, and personnel requirements.
- e. Act as quota control and budgeting agent for military orientated training.
- f. Coordinate the civilian oriented training for military personnel with the Civilian Training Division.
- g. Coordinate and supervise military schools conducted by the Schools Branch for MCAS Cherry Point and tenant activities.
- h. Coordinate and supervise marksmanship training conducted by the Marksmanship Branch for MCAS Cherry Point and tenant activities.
- i. Coordinate and supervise quotas with Naval Air Warfare Center, Orlando, Florida for Command Air Crew Training as it pertains to units within MCABE.
- j. Coordinate, plan, supervise, and schedule NROTC and MCJROTC units that are scheduled for Command visits at MCAS Cherry Point.

7043. MARKSMANSHIP BRANCH. The mission of the Marksmanship Branch (see figure 7-12 for organizational chart) is accomplished through assigned tasks to:

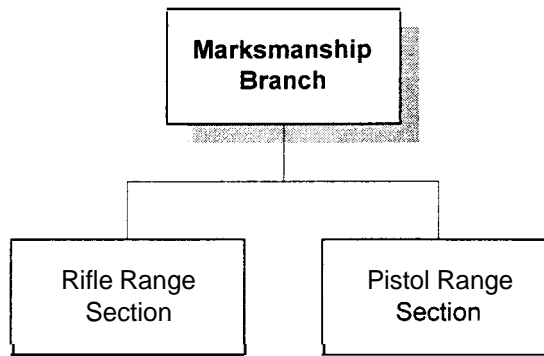


Figure 7-12.--Marksmanship Branch Organizational Chart

1. Conduct small arms marksmanship training in accordance with current directives from HQMC.
2. Coordinate the use of the ranges for competition-in-arms matches.
3. Enforce all station range regulations and range safety precautions.
4. Provide for routine upkeep and prepare plans and requests for repair, rehabilitation, and modernization of facilities and equipment.
5. Provide administration, supervision, coordination, and facilities for activities of the ranges.

7044. RIFLE RANGE SECTION. The Rifle Range Section functions are identical to those listed under the Marksmanship Branch.

7045. PISTOL RANGE SECTION. The Pistol Range Section functions are identical to those listed under the Marksmanship Branch.

7046. SCHOOLS BRANCH. The mission of the Schools Branch (see figure 7-13 for organizational chart) is accomplished through assigned tasks to:

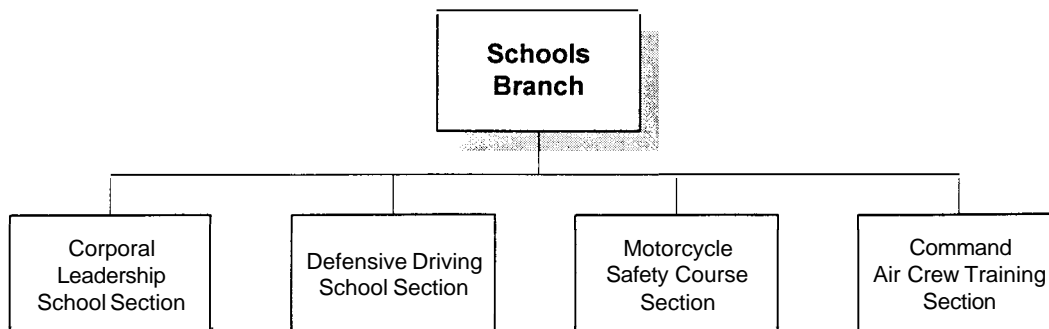


Figure 7-13.--Schools Branch Organizational Chart

1. Be responsible for the management, administration, and operation for the schools of defensive driving, Motorcycle Safety Course, Corporal Leadership, and computer training for MCAS Cherry Point. and tenant activities.
2. Be responsible for the management of quotas for MCABE units insofar as it pertains to coordination with Naval Air Warfare Center, Orlando, Florida and further to budget and execute funds for C-9B and UC-12B simulator training.
3. Supervise and coordinate class scheduling and publishing of required directives used in conjunction with the operation of the various schools.

7047. CORPORAL LEADERSHIP SCHOOL SECTION. The mission of the Corporal Leadership School Section is accomplished through assigned tasks to provide NCO's the necessary and essential training to enhance their professional knowledge required to confidently assume the responsibility and exercise the authority vested in the NCO.

7048. DEFENSIVE DRIVING SCHOOL SECTION. The mission of the Defensive Driving School Section is accomplished through assigned tasks to provide defensive driving instruction for military personnel, age 26 and under, including hazards of highway conditions and responsibilities toward others while driving motor vehicles.

7049. MOTORCYCLE SAFETY COURSE SECTION. The mission of the Motorcycle Safety Course Section is accomplished through assigned tasks to provide motorcycle safety instruction for military personnel and civilian employees, including motorcycle traffic rules, erratic operation, pedestrians and hazards of highway conditions.

7050. COMMAND AIR CREW TRAINING SECTION. The mission of the Command Air Crew Training Section is to ensure coordination with MCABE units and Naval Air Warfare Center, Orlando, Florida for simulator training in the C-9B and UC-12B aircraft.

MCAS CHERPT MAN ORG

CHAPTER 8

FACILITIES DIRECTORATE

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR OF FACILITIES .....	8000	8-5
ADMINISTRATIVE OFFICE .....	8001	8-7
FACILITIES SYSTEMS SERVICES OFFICE .....	8002	8-8
ENVIRONMENTAL AFFAIRS DEPARTMENT .....	8003	8-8
ENVIRONMENTAL COMPLIANCE DIVISION .....	8004	8-9
ENVIRONMENTAL PROTECTION BRANCH .....	8005	8-10
RESTORATION AND RECYCLING DIVISION .....	8006	8-10
NATURAL RESOURCES DIVISION .....	8007	8-11
FACILITIES DEVELOPMENT DEPARTMENT .....	8008	8-11
FACILITIES PLANNING DIVISION .....	8009	8-13
EQUIPMENT PLANNING AND PROGRAMMING DIVISION .....	8010	8-14
REAL ESTATE AND PROPERTY RECORDS BRANCH .....	8011	8-16
MOTOR TRANSPORT DEPARTMENT .....	8012	8-17
ADMINISTRATION DIVISION .....	8013	8-18
INSPECTOR/MATERIAL CONTROL DIVISION .....	8014	8-18
AUTOMOTIVE REPAIR DIVISION .....	8015	8-19
HEAVY EQUIPMENT REPAIR DIVISION .....	8016	8-19
OPERATIONS DIVISION .....	8017	8-19
FACILITIES MAINTENANCE DEPARTMENT .....	8018	8-20
FISCAL/MANAGEMENT DIVISION .....	8019	8-21

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
FISCAL STATISTICS BRANCH .....	8020	8-21
MANAGEMENT ASSISTANCE BRANCH .....	8021	8-22
FACILITIES OPERATIONS DIVISION .....	8022	8-23
PRODUCTION CONTROL BRANCH .....	8023	8-25
SPECIFICATIONS BRANCH .....	8024	8-26
CONTROLLED INSPECTION BRANCH .....	8025	8-27
MATERIAL SUPPORT BRANCH .....	8026	8-28
UTILITIES DIVISION .....	8027	8-28
WATER/WASTEWATER TREATMENT BRANCH .....	8028	8-29
LABORATORY (LAB) SECTION .....	8029	8-29
STEAM PRODUCTION BRANCH .....	8030	8-30
ENERGY MONITORING CONTROL BRANCH .....	8031	8-30
MAINTENANCE AND REPAIR DIVISION .....	8032	8-30
SERVICE CALL BRANCH I .....	8033	8-31
SERVICE CALL BRANCH II .....	8034	8-32
SPECIFIC REPAIR BRANCH .....	8035	8-32
ELECTRICAL DISTRIBUTION BRANCH .....	8036	8-32
PREVENTIVE MAINTENANCE BRANCH .....	8037	8-33
HOUSING CHANGE OF OCCUPANCY BRANCH .....	8038	8-33
GENERAL SERVICES BRANCH .....	8039	8-33
NAVAVNDEPOT SUPPORT BRANCH .....	8040	8-34
FACILITIES ENGINEERING DEPARTMENT .....	8041	8-34

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
ADMINISTRATIVE DIVISION .....	8042	8-35
ARCHITECTURAL DIVISION .....	8043	8-36
CIVIL DIVISION .....	8044	8-36
EXISTING CONDITIONS DRAWINGSAND SPECIFICATIONS DIVISION ..	8045	8-37
MECHANICAL DIVISION .....	8046	8-37
ELECTRICAL DIVISION .....	8047	8-38
HOUSING DEPARTMENT .....	8048	8-39
HOUSING MANAGEMENT DIVISION .....	8049	8-40
HOUSING OPERATIONS BRANCH .....	8050	8-41
SELF-HELP/WAREHOUSE BRANCH .....	8051	8-41
PERSONNEL SUPPORT DIVISION .....	8052	8-42
FISCAL DIVISION .....	8053	8-43
BACHELOR HOUSING DIVISION .....	8054	8-44
TRANSIENT HOUSING BRANCH .....	8055	8-45
PERMANENT OFFICER AND ENLISTED HOUSING BRANCH .....	8056	8-45
FACILITIES SUPPORT CONTRACTS DEPARTMENT .....	8057	8-46
CONTRACT ADMINISTRATION DIVISION .....	8058	8-47
MAINTENANCE SERVICE AND CONSTRUCTION DIVISION .....	8059	8-47

## FIGURE

8-1	FACILITIES DIRECTORATE ORGANIZATIONAL CHART .....	8-5
8-2	ENVIRONMENTALAFFAIRS DEPARTMENT ORGANIZATIONAL CHART	8-9



# MCAS CHERPT MAN ORG

	<u>PAGE</u>
8-3 FACILITIES DEVELOPMENT DEPARTMENT ORGANIZATIONAL CHART	8-12
8-4 MOTOR TRANSPORT DEPARTMENT ORGANIZATIONAL CHART ...	8-17
8-5 FACILITIES MAINTENANCE DEPARTMENT ORGANIZATIONAL CHART	8-20
8-6 FISCAL/MANAGEMENT DIVISION ORGANIZATIONAL CHART .....	8-21
8-7 FACILITIES OPERATIONS DIVISION ORGANIZATIONAL CHART ..	8-23
8-8 UTILITIES DIVISION ORGANIZATIONAL CHART .....	8-28
8-9 MAINTENANCE AND REPAIR DIVISION ORGANIZATIONAL CHART ...	8-31
8-10 FACILITIES ENGINEERING DEPARTMENT ORGANIZATIONAL CHART	8-34
8-11 HOUSING DEPARTMENT ORGANIZATIONAL CHART .....	8-39
8-12 HOUSING MANAGEMENT DIVISION ORGANIZATIONAL CHART .....	8-40
8-13 BACHELOR HOUSING DIVISION ORGANIZATIONAL CHART .....	8-44
8-14 FACILITIES SUPPORT CONTRACTS DEPARTMENT ORGANIZATIONAL CHART .....	<b>8-46</b>

CHAPTER 8

FACILITIES DIRECTORATE

8000. DIRECTOR OF FACILITIES

1. Under the line authority of the C/S, the Director of Facilities advises and assists the COMCABEAST/CG MCAS Cherry Point, on facilities and selected logistic matters pertaining to assigned shore activities and installations. (See figure 8-1 for organizational chart.)

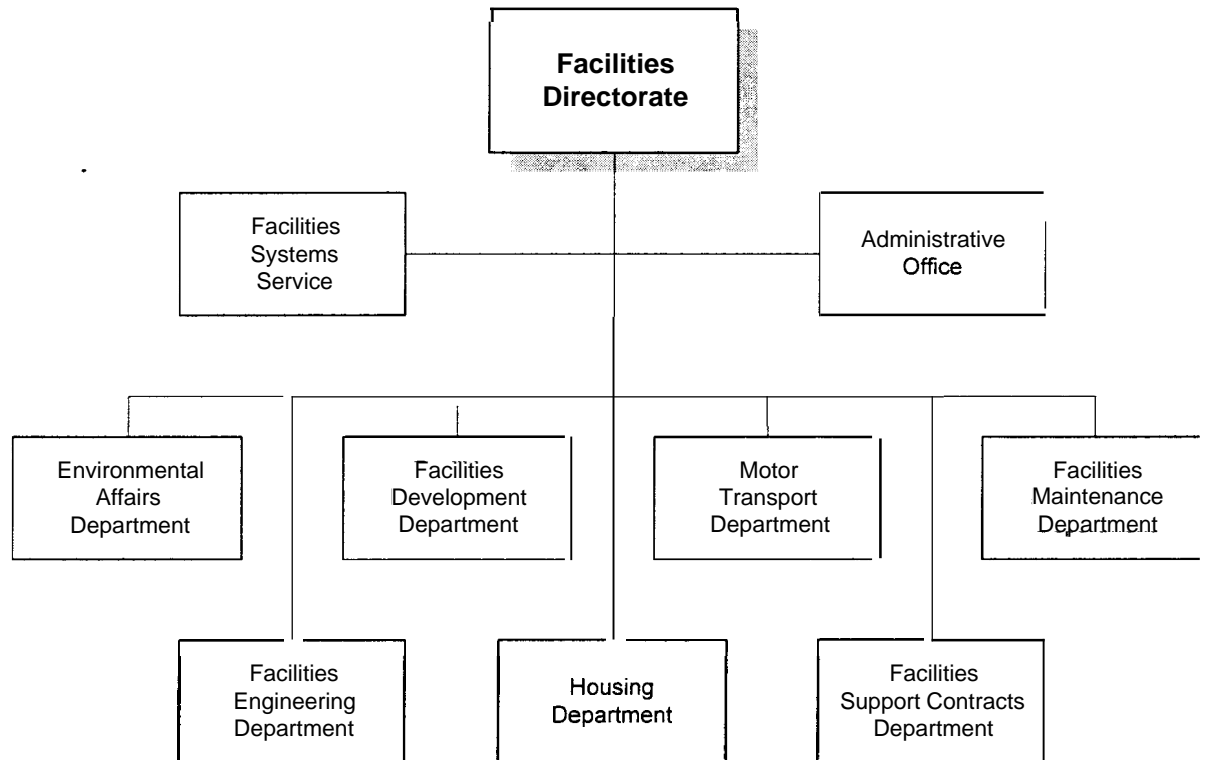


Figure 8-1.--Facilities Directorate Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Plan, formulate, and recommend policies relating to the development of shore facilities and logistic services.
- b. Exercise line authority over Environmental Affairs, Facilities Development, Motor Transport, Facilities Maintenance, Facilities Engineering, Housing, and Facilities Support Contract Departments.
- c. Prepare directives to place COMCABEAST programs into effect.
- d. Coordinate and prepare reports required by higher authority.

- e. Prepare the facilities portion of the command's capabilities and emergency plans.
- f. Coordinate facilities for Joint Service, Naval Service, and Operation MCR maneuvers.
- g. Formulate and recommend policies relating to the different phases of facilities project programs in the categories of military constructions, minor constructions, alterations, maintenance, repairs, equipment installations, fire protection, air conditioning, and housing.
- h. Plan and direct inspections, maintenance, operations, and repairs of facilities, including Class I and II property.
- i. Plan and direct the operation of family housing and permanent/transient bachelor housing (officer and enlisted).
- j. Coordinate and provide electrical, mechanical, civil, industrial, and architectural engineering services.
- k. Plans, coordinates, and manages the USMC Garrison Mobile Equipment (GME) fleet. Provides vehicular transportation and maintenance support for air station activities and tenant organizations.
- l. Coordinate an effective program for managing natural resources and environmental assets, including pollution abatement and hazardous waste and material.
- m. Perform management analysis functions pertaining to organization, management systems (automated and manual), manpower utilization, and management programs for total directorate resources.
- n. Budget, control, and appropriate funds for procurement of Class III and IV garrison and minor property.
- o. Manage the Office Labor Saving Devices (OLSD) Program.
- p. Provide support to various tenant commands per applicable support agreements.
- q. Coordinate the planning, procurement, inventory, and disposition actions relating to Class I and II property.
- r. Coordinate the planning and procurement actions relating to Class III, and IV property.
- s. Enforce federal, state, and local game and fishing laws.
- t. Plan and direct personnel administration relating to Managing to Payroll, grade controls, and personnel ceiling requirements.
- u. Provide financial analysis and administer appropriated and non-appropriated funds, budget submissions, additional funding requirements and redistribution of directorate funds.

v. Plan and direct budget requirements for the Military Construction (MILCON) Program, Environmental Program, Maintenance Real Property (MRP) Program, Family Housing Program, Utilities Operations and Motor Transportation Services.

w. Coordinate and direct energy conservation programs and inspections for MCAS Cherry Point and its tenant commands.

x. Manage, coordinate and make annual inspections/surveys for effective control and disposal of hazardous waste and material.

#### 8001. ADMINISTRATIVE OFFICE

1. Under the line authority and staff coordination of the Director of Facilities, the Administrative Office provides a variety of management services essential to the direction and operation of the directorate.

2. The mission is accomplished through assigned tasks to:

a. Coordinate and prepare reports required by higher authority.

b. Direct an effective automated services management program compiling supporting data and long-range planning to provide end user computing services. Provide computer system analysis and computer programming services to departments.

c. Direct an effective personnel management program supporting equal employment opportunity (EEO) and affirmative action principles.

d. Direct an effective financial management program to provide technical advice on financial matters within the directorate, budget formulation and execution, and provide financial/budget analysis services.

e. Coordinate an effective training program to provide mission essential training for employees with identified needs. Coordinates with the Training and Education Support Department and Employee Development Division of the Human Resources Department in the development of training plan/ goals and implementation.

f. Direct an effective light duty employment program consistent with local policies providing for reasonable accommodation of an employee.

g. Direct an effective management analysis program in support of Support Service Agreements and the Beneficial Suggestions Program.

h. Direct an effective directives program to develop, implement and administer procedures and policies in Facilities' related areas.

i. Direct an effective manpower management program consistent with principles of position management (PM), ceiling/funding constraints and manage-to-payroll authorizations.

## 8002. FACILITIES SYSTEMS SERVICES OFFICE

1. Under the line authority and staff coordination of the Director of Facilities, the Facilities Systems Services Office conducts and supervises activities in support of automated information systems and associated hardware and software required by all departments within the Directorate.
2. The mission of the Facilities Systems Services Office is accomplished through assigned tasks to:
  - a. Manage and exercise administrative control for all automated information systems. Maintain inventory control of the automated information systems' components and coordinate movement or relocation of hardware and software.
  - b. Direct the orderly development of automated information systems, including data bases and access to them.
  - c. Identify requirements and funding sources, plan, design, and coordinate the expansion and integration of automated information systems, including software and hardware upgrades.
  - d. Provide technical advice and assistance for acquisition, installation, and operation of automated information system hardware and software.
  - e. Coordinate and program automated information systems development, acquisition, and installation with the Telecommunications and Information Systems Directorate (G-6).
  - f. Provide standards and procedures related to the acquisition, upgrading, and use of automated information systems and equipment.
  - g. Provide data base administration services for Classes I and II automated information systems. This includes conversion, integration, planning and design support, backup and recovery, maintenance, and data dictionary management.
  - h. Direct and coordinate the development and administration of a geographic information system (GIS), an improved computer aided design (CAD) system, a functional global positioning system (GPS), and the Activity Planning Management Module (APMM).

## 8003. ENVIRONMENTAL AFFAIRS DEPARTMENT

1. Under the line authority and staff coordination of the Director of Facilities, the Environmental Affairs Department (EAD) conducts Department activities supporting the MCABE programs. (See figure 8-2 for organizational chart.)
2. The mission is accomplished through assigned tasks to:
  - a. Direct an effective natural resources program with multi-use guidelines by compiling supportive data and long-range planning and programming to accomplish woodlands, soil and water, fisheries, wildlife management and military training at MCAS Cherry Point, Marine Corps

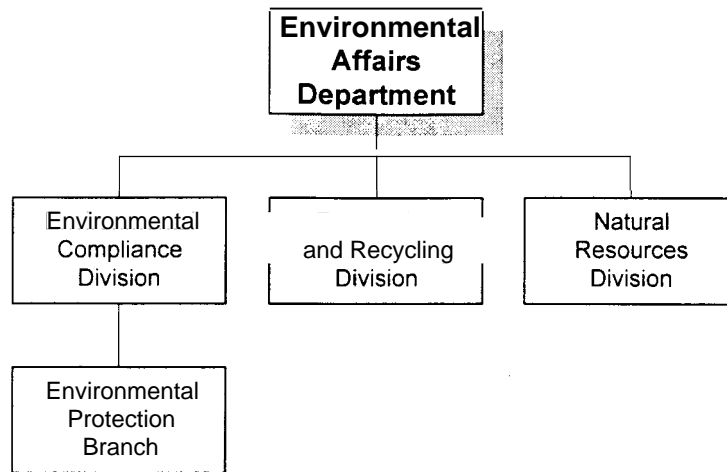


Figure 8-2.--Environmental Affairs Department Organizational Chart

Outlying Landing Field (MCOLF), Oak Grove, MCOLF Atlantic, and Marine Corps Auxiliary Landing Field (MCALF), Bogue. Coordinate environmental management by providing liaison between the air station and regulatory agencies. Provide technical guidance and control to EAD programs at MCAS Beaufort and MCAS New River, and serves as the MCABE representative in environmental negotiations.

b. Direct programs to develop, implement, and administer management and engineering procedures and policies that will achieve and maintain full compliance with federal, state, and local environmental regulatory requirements for the air station, outlying fields, and tenant commands.

c. Monitor and inspect MCABE pollution abatement activities and compliance status. Provide technical guidance and support for MCAS Cherry Point and MCABE relative to environmental compliance requirements.

d. Coordinate and develop environmental documentation under the National Environmental Policy Act (NEPA) for proposed air station actions and serve as a point of contact for environmental matters affecting the air station, outlying fields, and adjacent civilian communities.

e. Issue air station hunting and fishing permits. Enforce federal, state, and local wildlife protection regulations and coordinates with federal and state fish and wildlife officers regulations which may have an impact on the natural resources management program.

f. Management of land resources for approved programs including development activities, forestry, fish and wildlife management, and military training exercises.

8004. ENVIRONMENTAL COMPLIANCE DIVISION. The mission of the Environmental Compliance Division is accomplished through assigned tasks to:

1. Provide coordination, guidance, and advisory services to the command to achieve and maintain MCABE compliance with environmental laws and regulations.

2. Develop, coordinate, and implement environmental analysis procedures and policies in support of programs to bring the installation and tenant commands into compliance with regulatory requirements.
3. Maintain contact with representatives of federal, state, and local regulatory agencies to ensure applicable regulations are properly interpreted.
4. Plan and review documents, specifications, and standards to ensure environmental compliance in modifications or improvement of facilities within the Air Station.
5. Develop and administer environmental engineering projects, programs, and permits to ensure air station and tenant commands comply with environmental regulations and laws.
6. Develop long-range plans and implement programs designated to manage and protect the environment and natural resources.

8005. ENVIRONMENTAL PROTECTION BRANCH. The mission of the Environmental Protection Branch is accomplished through assigned tasks to:

1. Ensure adherence to federal, state, and local laws and regulations and air station directives for environmental compliance requirements through training, inspecting, auditing and reporting.
2. Coordinate response and provide environmental and spill abatement expertise for spills and/or releases of hazardous substances. Oversee cleanup of spills and prepare investigation reports for submittal through the chain of command and regulatory agencies.

8006. RESTORATION AND RECYCLING DIVISION. The mission of the Restoration and Recycling Division is accomplished through assigned tasks to:

1. Provide coordination, guidance, and advisory services to the command to achieve and maintain air station compliance with the Resource Conservation and Recovery Act 3008(h) Consent Order and the Comprehensive Environmental Response, Compensation and Liability Act.
2. Ensure adherence to federal, state, and local laws and regulations and air station directives for underground storage tanks through inventory, testing, reporting and, when necessary, removal and remediation.
3. Develop, coordinate, and implement environmental chemistry analysis procedures and policies in support of environmental remediation and waste management.
4. Develop and implement procedures, policies, and management plans for projects to remediate former hazardous material/hazardous waste sites.
5. Develop and administer policies, programs, and permits to ensure air station and tenant commands comply with ground water protection regulations and laws. Develop long-range plans

and implement programs designated to manage and protect the air station's ground water resources through management actions and remediation procedures.

6. Provide long range planning and training for regulatory compliance, recycling, and waste minimization.
7. Develop and administer expanded concepts of waste minimization and source reduction via the Qualified Recycling Program (QRP) in accordance with the Military Construction and Codification Act.
8. Implement environmental analysis procedures to identify long-range federal, state, and local regulatory requirements and standards with which MCABE must comply.
9. Utilizing pollution prevention techniques, implement resource recovery at the original generator as an alternative to land fill, incinerating, or otherwise disposing of the waste in a manner which may be harmful to the environment or wasteful of natural resources.

8007. NATURAL RESOURCES DIVISION. The mission of the Natural Resources Division is accomplished through assigned tasks to:

1. Develop and implement a Multiple Land Use Management Plan in accordance with Marine Corps directives to include forestry, fish and wildlife, archaeological and historical resources, and outdoor recreation. Coordinate the use of managed woodlands for military training and operations.
2. Manage wetlands through coordination of federal and state wetlands regulatory processes with development and training programs.
3. Inventory and manage federal and state listed threatened, endangered, rare, or candidate plant and animal species.
4. Develop, implement, and provide oversight of cooperative agreements with federal and state agencies for forest fire protection, soil conservation, and fish and wildlife management.
5. Enforce federal, state, and local wildlife laws and regulations in cooperation with wildlife enforcement agencies.
6. Provide for the development of environmental documentation for air station actions in accordance with NEPA requirements.

#### 8008. FACILITIES DEVELOPMENT DEPARTMENT

1. Under the line authority and staff coordination of the Director of Facilities, the Facilities Development Department (FDD) supervises the functions of the FDD on behalf of MCABE and MCAS Cherry Point. (See figure 8-3 for organizational chart.)



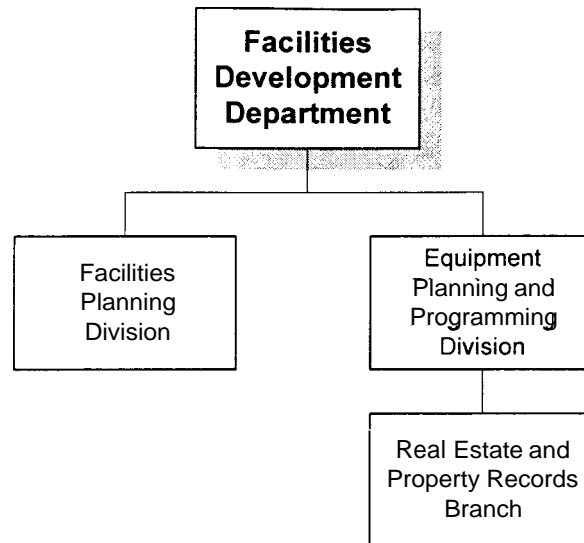


Figure 8-3.--Facilities Development Department Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Advise and assist the COMCABEAST through the direct line authority of the Director of Facilities on matters relative to the Military Construction Program, the Facilities Projects Program, the Housing Major and Minor Construction/Repair Projects Program, the Equipment Procurement Program, and the Energy Conservation Program. Particular emphasis is directed toward ensuring the facilities and equipment required by the MCABE air installations are adequately planned and provided.
- b. Serve as secretary and alternate chairman to the MCABE Facilities Planning Board. Monitor status, approval, and funding of projects per the Commander's priorities.
- c. Coordinate and disseminate information, instructions, and decisions of the MCAS Cherry Point Facilities Planning Board/General Staff/Support Units of the Facilities Engineering Department (FED) which are necessary in developing engineering data/technical information required in the preparation of supporting documents for military construction projects, facilities projects, equipment projects, and housing projects. Controls and manages M-2 and R-2 funds.
- d. Review and coordinate real estate transactions. Monitor land (Class I), facilities (Class II), and property (Class III, IV, and Minor Property) utilization.
- e. Conduct facilities and equipment inspections at air stations.
- f. Establish liaison with the civilian community to keep abreast of community development as it affects the air station. Coordinate mutual interest land utilization planning/zoning efforts proposed through the Air Installation Compatible Use Zone Program (AICUZ).
- g. Submit department budget requirements and financial status of funds sub-allocated by the Director of Facilities to the Administrative Office.

- h. Maintain and update real property and plant account records.
- i. Initiate real property leases, licenses, and easements.
- j. Allocate funds for OLSD, copy machines, and word processor rentals.
- k. Coordinate and provide planning and programming actions for equipment procurement requirements for the MCABE air stations.
- l. Manage Office Labor Saving Device (OLSD) Program including validation, cost analysis, development of a planned replacement program, and record keeping.

8009. FACILITIES PLANNING DIVISION. The mission of the Facilities Planning Division is accomplished through assigned tasks to:

1. Formulate the overall long-range construction program for MCAS Cherry Point. This includes the overall coordination of inputs to the Master Plan Program and the allied Military Construction (MILCON) and Housing Major Construction Programs.
2. Effect and maintain liaison with adjacent commands and with higher headquarters to track status of military construction and housing major construction projects during planning, after submission, and while projects are under construction. Prepare related reports, correspondence and perform inspections.
3. Prepare the Line Item Summary of Facilities Deficiencies and the staff action necessary to assist the MCAS Cherry Point Facilities Development Board to establish recommended priorities on future construction projects for the CG's approval.
4. Develop, prepare, and validate the basic facilities planning documents associated with the Marine Corps Facilities Planning and Programming System which are submitted to HQMC for approval. These documents include facility requirements, inventory of existing assets, and proposed demolition to dispose of surplus facilities.
5. Provide resource information input used in the preparation and updating of the station's Facilities Support Requirements, and other validated base loading data used in preparing the Basic Facilities Requirements List (BFRL).
6. Coordinate MILCON and housing major construction projects preparation and submission with the FED ensuring planning data and project justifications are provided, and program submissions are timely and accurate.
7. Coordinate the evaluation of existing shore facilities assets with FED.
8. Review, coordinate, and validate on-site the Annual Inspection Summary with HQMC for the purpose of establishing real property maintenance requirements for facilities to include housing assets.

9. Review and coordinate approval of the facilities projects, housing minor construction, and repair projects submitted by MCABE air stations; prepare associated correspondence; prepare the staff actions to assist the MCABE Facilities Projects Planning Board to establish priorities for project submissions; and conduct required inspections.
10. Establish liaison with adjacent and higher headquarters regarding facilities projects, housing minor construction and repair projects. Maintain current status of such projects during planning, after submission, and while projects are under construction.
11. Manage the M-2 and R-2 type funds provided by HQMC, Naval Air, and Naval Electronics Command for facility, housing minor construction, and repair projects. This responsibility includes coordination and processing MCABE air stations' requests for additional funding required to support escalated contract costs or change orders.
12. Conceive, develop, and formulate the MCAS Cherry Point Facilities Projects Program and the Housing Minor Construction and Repair Program. Coordinate preparation of the projects for these programs with the Facilities Engineering Department and provide the required project planning data and justifications. Prepare recommended priorities for projects in the various programs for consideration and approval by the MCAS Cherry Point Facilities Projects Planning Board.
13. Initiate correspondence and coordinate project submissions for the demolition and disposal of facilities identified as excess to the station's needs by the Facilities Planning Division.
14. Review and process requests for minor construction, equipment installation, and material issues originated by tenant and air station agencies that are funded within the station approval authority. Prepare a priority R-1 project funding list for the CG's approval. Monitor expenditures of R-1 funds following program approval, and report status and completion of projects.
15. Provide current fiscal year budget input on M-2 and R-2 funds managed for inclusion in the directorate's budget submission.

8010. EQUIPMENT PLANNING AND PROGRAMMING DIVISION. The mission of the Equipment Planning and Programming Division is accomplished through assigned tasks to:

1. Apply industrial engineering principles and practices in the review and analysis of existing equipment systems when planning and programming for new equipment systems supporting those operations and services at MCAS Cherry Point and other MCABE air stations.
2. Originate and develop facilities projects or new buildings and industrial systems required for MCAS Cherry Point.
3. Ensure continuous improvements and modernization of industrial and operational facilities.
4. Provide input to the BFRL.
5. Review and coordinate approval of the facilities projects, minor construction, and repair projects submitted by MCABE air stations; prepare associated correspondence; prepare staff actions to

assist MCABE Facilities Projects Planning Board in establishing priorities for project submissions; and conduct inspections at the air station.

6. Establish liaison with adjacent and higher headquarters regarding facilities projects. Maintain current status during planning, after submission, and while projects are under construction.

7. Conceive, develop, and formulate MCAS Cherry Point Facilities Projects Program and the Housing Minor Construction and Repair Program. Coordinate project preparation with the FED and provide project planning data and justifications. Prepare recommended priorities in the various programs for consideration and approval by the MCAS Cherry Point Facilities Projects Planning Board.

8. Initiate correspondence and coordinate project submissions for the demolition and disposal of facilities identified as excess to the station's needs by the Facilities Planning Division.

9. Review and process requests for minor construction, equipment installation, and material issues originated by tenant and station agencies funded within the station approval authority.

10. Conduct a continuing industrial engineering review and analysis. Provide planning for improvement of existing systems or installation of new systems in support of aircraft maintenance and repair, transportation equipment maintenance, Facility Maintenance Department (FMD) shop functions, Supply Directorate warehousing and material handling operations, and physiological training functions.

11. Prepare input for mid and long-range planning to ensure timely procurement and distribution of initial outfitting (plant and non-plant) requirements for military construction projects at MCAS Cherry Point and monitor MCABE.

12. Provide industrial engineering principles to ensure adequate replacement and modernization of equipment for specific organizational shop functions, shop layouts, or system requirements.

13. Perform industrial engineering-type economic analysis as required for equipment programs.

14. Plan, formulate, and recommend policy relating to logistics services. Recommend final action on Marine Corps property surveys.

15. Plan and program for new plant property, Class III and IV, and minor property to support operations and services at the MCAS Cherry Point and other MCABE air stations.

16. Plan and program for new plant property, Class III and IV and minor property, Marine Corps table of equipment items, office furniture and furnishings, to support operations and services at MCAS Cherry Point.

17. Requisition, receive, store, maintain, issue, and when necessary, recover plant property, Class III and IV and minor property, Marine Corps table of equipment items, office furniture and furnishings, table of organization equipment, and local special allowance equipment to activities supported by this station.

18. Operate and manage warehouses to receive, store, and issue equipment for initial outfitting of MILCON, facilities or housing projects; surplus or excess furniture; Bachelor Enlisted Quarters furniture and furnishings; other personnel support equipment and plant property, Class III and IV and minor property, Marine Corps table of equipment items, office furniture and furnishings.

19. Manage and exercise administrative control for the total operational equipment requirements program pertaining to Class III and IV garrison and minor property for MCAS Cherry Point, as well as monitoring the procurement of this equipment at MCABE.

20. Budget, control, and account for funds provided for procurement of Class III and IV garrison and minor property.

21. Budget, requisition, and distribute investment-type equipment. Maintain fiscal accounting for Procurement Marine Corps expenditures for MCAS Cherry Point and MCABE.

22. Compile and recommend priorities with exception of OLSD and end user computer equipment within the budget submissions and projections for anticipated projects which provide for initial outfitting, personnel support equipment, collateral equipment, investment-type equipment, and minor property for MCABE.

23. Record investment and maintenance cost data, and service life for which maintenance cost and replacement procurement data can be forecast by program year.

24. Screen documents relating to excess property offered by other defense agencies and initiate correspondence to obtain equipment meeting the requirements of using activities.

25. Plan, formulate, and recommend policy relating to logistics services. Recommend final action on plant property, Class III and IV and minor property, Marine Corps table of equipment items, office furniture and furnishings.

26. Provide for laundry and dry cleaning of linen, bedding, and organizational property for station and tenant organizations. Issue, receive, and store linen and bedding. Prepare monthly cost report for reimbursable laundry services for tenant organizations.

8011. REAL ESTATE AND PROPERTY RECORDS BRANCH. The mission of the Real Estate and Property Records Branch is accomplished through assigned tasks to:

1. Consultations on regulatory and technical planning criteria associated with real property, encroachment, AICUZ studies, facilities requirements, the siting of facilities, and the physical/environmental planning and development of MCABE air stations.

2. Initiates facilities planning documents to support the military construction program.

3. Coordinates and negotiates for acquisition of real property for bombing ranges, land that falls within the AICUZ, and objectionable aviation boundary disputes resolution, encroachment and right-of-way purposes.

4. Maintain real property matters including plant account records, leases, licenses, and easements.
5. Provide real property and equipment inventory services by updating property record cards. Serve as focal point for queries relating to property records, acquisitions, and disposal of real property.
6. Provide technical data for plant inventory property records.
7. Process requests for easements, licenses, and leases.

#### 8012. MOTOR TRANSPORT DEPARTMENT

1. Under the line authority and staff coordination of the Director of Facilities, the Motor Transport Department supervises the Administrative, Inspector/Material Control, Automotive Repair, Heavy Equipment Repair, and Operations Divisions which are responsible for performing the functions of the department. (See figure 8-4 for organizational chart.)

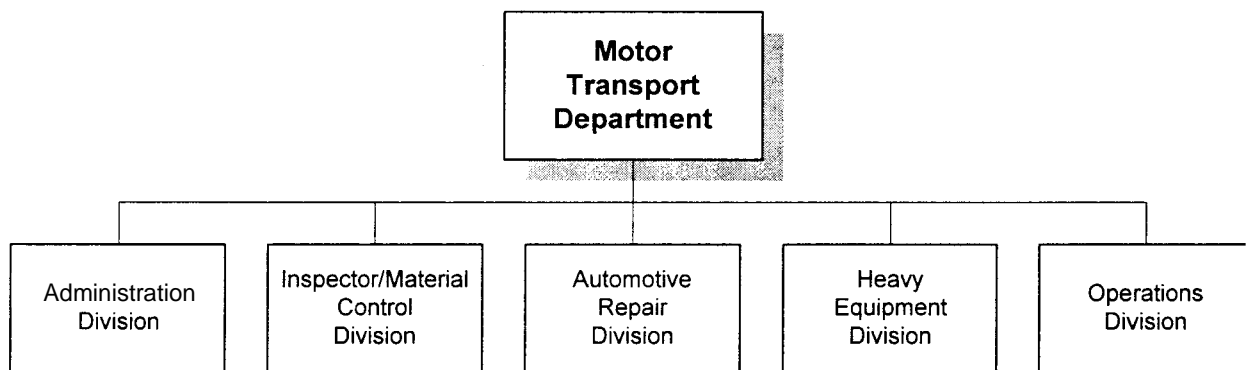


Figure 8-4.--Motor Transport Department Organizational Chart

2. The mission is accomplished through assigned tasks to:
  - a. Maintain cost records and utilization data for management control of motor transport operations and maintenance. Submit regular reports on equipment status to HQMC.
  - b. Formulate annual budget submission feeder data on funds suballocated by the directorate. Execute budget operating plan. Establish job order numbers, and prepare reports as required.
  - c. Project requirements for motor transportation equipment allowance changes. Initiate action for allowance authorization.
  - d. Review vehicle assignments on a continuing basis to ensure appropriate utilization.

- e. Provide motor transportation and equipment services to components of the activity by operating vehicle and equipment pools, scheduled and unscheduled passenger and freight transport systems, and maintaining garrison mobile equipment (GME).
- f. Determine requirements for maintenance and repair of assigned equipment by inspection. Provide post-inspection for quality control.
- g. Prepare shop repair orders, including estimates and standard time; obtain approval of HQMC (Code LFS-2) for work when costs exceed specified limits.
- h. Schedule such work and perform in-process and final inspection.
- i. Instruct, test, and issue licenses to military and civilian vehicle operators.
- j. Provide periodic sub-pool inspection to ensure proper operator maintenance utilization. Spot inspect equipment in use.

8013. ADMINISTRATION DIVISION. The mission of the Administration Division is accomplished through assigned tasks to perform the finance and resource management, internal control, GME maintenance scheduling and database management, station licensing, accounting, and general administrative functions between the department's divisions, station directorates, and HQMC.

- 1. Perform finance and resource management.
- 2. Establish and monitor internal controls.
- 3. Provide maintenance scheduling and database management.
- 4. Maintain station licensing authority per Marine Corps Order.
- 5. Maintain accounting and budget records.
- 6. Conduct all administrative functions.

8014. INSPECTOR/MATERIAL CONTROL DIVISION. The mission of the Inspector/Material Control Division is accomplished through assigned tasks to perform the pre-inspection, in-process quality monitoring, and the post-maintenance final inspection. Material control and repair parts cost management is accomplished via the repair parts research and coordination efforts between this division and the Supply Directorate.

- 1. Perform material control and repair cost management.
- 2. Perform induction inspections and issue all shop repair orders.
- 3. Assign time standards to each shop repair order.

4. Post-inspect all completed work to ensure correct maintenance.
5. Maintain a quality control program through in process monitoring.

8015. AUTOMOTIVE REPAIR DIVISION. The mission of the Automotive Repair Division is accomplished through assigned tasks to perform preventive maintenance, painting, and corrective vehicular repair for the GME and supported tenant organizations' automotive fleets.

1. Perform preventive and corrective maintenance per accepted standards.
2. Provide a complete body shop service for all GME.
3. Maintain an efficient tire management program.
4. Seek-out cost avoidance whenever practical.
5. Track parts supply delays affecting customer service.

8016. HEAVY EQUIPMENT REPAIR DIVISION. The mission of the Heavy Equipment Repair Division is accomplished through assigned tasks to perform preventive maintenance and corrective repair for the GME and support tenant organizations' heavy mobile equipment fleets.

1. Perform preventive and corrective maintenance per accepted standards.
2. Seek out cost avoidance whenever practical.
3. Assist and monitor parts supply for specialized equipment.

8017. OPERATIONS DIVISION. The mission of the Operations Division is accomplished through assigned tasks to manage and operate passenger and equipment transportation services, provide station and local area towing services, and operate the North Carolina Commercial Driver Licensing (CDL) center for station military and civilian personnel.

1. Provide motor transportation and equipment services to station activities and tenants.
2. Maintain a pool of equipment for dispatch to enhance utilization.
3. Provide for scheduled and unscheduled passenger and freight transportation systems for the local area.
4. Review vehicle assignments on a continuing basis for proper utilization.
5. Provide local towing roadside assistance services.
6. Operate a North Carolina CDL agency for station military and civilian personnel.



### 8018. FACILITIES MAINTENANCE DEPARTMENT

1. Under the line authority of the Director of Facilities, the Facilities Maintenance Department provides technical advice and assistance to COMCABEAST/CG, MCAS Cherry Point, on real property maintenance, utility systems operation, and energy conservation. (See figure 8-5 for organizational chart.)

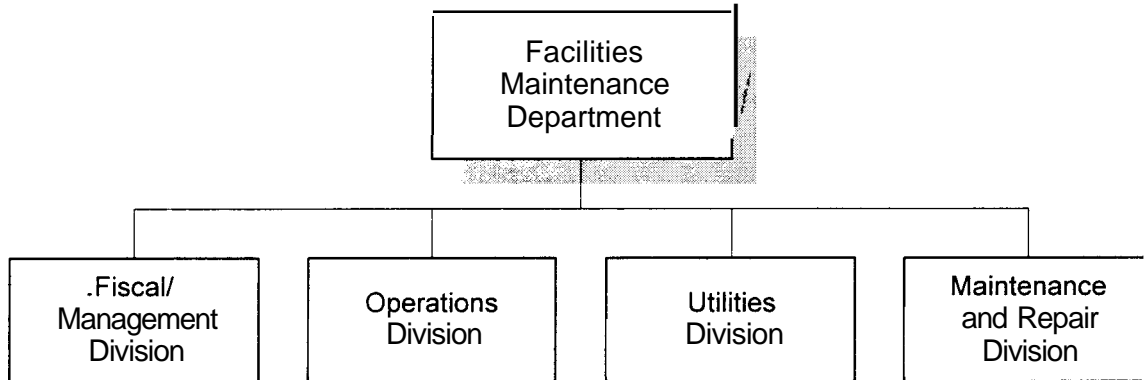


Figure 8-5.--Facilities Maintenance Department Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Inspect, maintain, and repair Classes I and II property and selected minor construction and alterations.
- b. Identify, initiate, and fund maintenance and repair projects to be accomplished by commercial contract within the CG's funding authority.
- c. Operate and maintain public utilities.
- d. Maintain, repair, and install Class III, IV, and minor property.
- e. Inspect elevators, cranes, hoists, power plants, and utilities.
- f. Provide pest control services.
- g. Supervise and manage the operations of the Fiscal/Management, Operations, Maintenance and Repair, and Utilities Divisions.
- h. Manage the MCAS Energy Program. Advise COMCABEAST/CG, MCAS Cherry Point on energy conservation matters.
- i. Provide content of Commercial Activities studies of facilities maintenance and utilities operations functions.
- j. Provide support to the EAD in handling, storing, transporting, disposing, and cleanup of hazardous waste and material.

- k. Provide refuse collection and disposal.

8019. FISCAL/MANAGEMENT DIVISION. The mission of the Fiscal/Management Division (see figure 8-6 for organizational chart) is accomplished through the assigned tasks to:

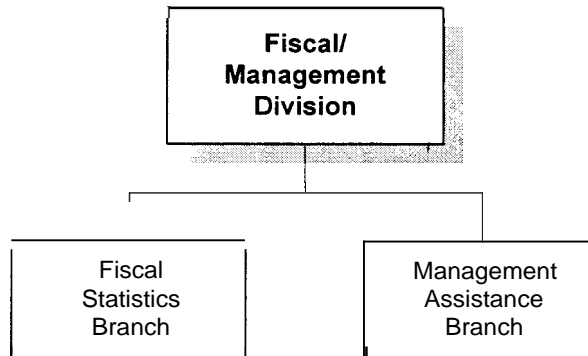


Figure 8-6.--Fiscal/Management Division Organizational Chart

1. Direct and coordinate functions of the Management Assistance and Fiscal Statistics Branches, which are responsible for budget and finance; civilian personnel; work measurement (except shop work methods and techniques); office services; reproduction; reports; statistics; and travel/training coordination.
2. Develop, coordinate, and present budgets for departmental maintenance and operations; provide reports and statistics; and develop financial and budget techniques.
3. Analyze, interpret, and report statistical data and conduct continuing analysis of performance and trends. Identify variances between actual and prescribed norms and estimates and indicate probable consequences and solutions. Prepare statistical reports, charts, and graphs.

8020. FISCAL STATISTICS BRANCH. The mission of the Fiscal Statistics Branch is accomplished through assigned tasks to:

1. Develop, coordinate, and execute the annual budget for the FMD.
2. Review, analyze, recommend changes to fiscal and budgetary policies.
3. Maintain financial accounting ledgers and records covering departmental and customer funds obligations and expenditures.
4. Input bi-weekly time and attendance and labor costs to the Defense Civilian Pay System (DCPS).
5. Develop yardsticks for financial review and analysis. Monitor execution of the department operations against financial plans. Prepare internal budget reports for the Maintenance Officer and report significant variances from budget operating plans.

6. Determine propriety of charges consistent with purpose to various funds and accounting classifications.
7. Maintain accounting controls on funds allocated or sub-allocated to the department. Control, from a financial standpoint, job orders written against customer provided funds.
8. Provide fiscal accounting data for work centers and contracts to ensure work is charged to applicable allotment, appropriated correctly, and availability of funds.
9. Develop internal requirements for financial reports.
10. Conduct continuing study on cost reports covering the use of operations and maintenance funds utilized in the maintenance of real property, utilities, family housing, and transportation.
11. Provide feeder data for development of energy conservation/usage reports.
12. Prepare departmental statistical analysis overview reports.
13. Monitor dollar controls and constraints under the MRP Program.

8021. MANAGEMENT ASSISTANCE BRANCH. The mission of the Management Assistance Branch is accomplished through assigned tasks to:

1. Provide administrative services support for the FMD as related to personnel, forms and reports management, directives control, training and travel, records management, light duty, etc.
2. Maintain a centralized department filing system.
3. Receive, screen, and process unclassified mail and messages.
4. Arrange for dispatch of mail within outlying divisions.
5. Provide for records disposition per published directives.
6. Maintain master publications library for the department.
7. Provide typing services for division.
8. Control duplicating services accomplished by use of quick copy.
9. Initiate procurement of consumable and reproduction supplies.
10. Coordinate the department's training/travel requirements through the directorate's Administrative Office, and maintain liaison with the Facilities Directorate and the Employee Development Division, Human Resources Office, and Training Directorate.

11. Coordinate personnel actions for the department such as recruitments, job re-descriptions, reassignments, realignments, etc. through the directorate Administrative Office. Utilize directorate data base for Table of Organization (T/O) and initiate requests for personnel actions accordingly.
12. Coordinate the Performance Appraisal and Beneficial Suggestion Programs for the department.
13. Provide courier service within the department.
14. Provide forms management for department with reproduction and distribution control. Maintain history files on forms.
15. Provide safety shoe and light duty programs for FMD.

8022. FACILITIES OPERATIONS DIVISION. The mission of the Facilities Operations Division (See figure 8-7 for organizational chart) is accomplished through assigned tasks to:

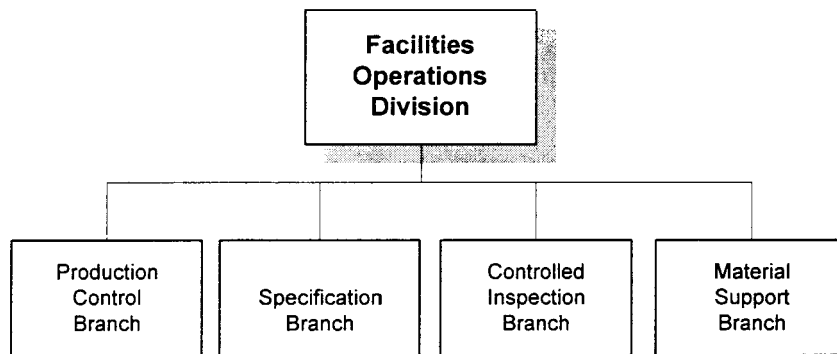


Figure 8-7.--Facilities Operations Division Organizational Chart

1. Direct and coordinate the work of the Work Reception Branch and Workload Planning and Specification Branch.
2. Integrate the Maintenance Workload Program by performing the following specific functions: screen, classify, approve/disapprove and prioritize work requests (including requests for emergency service prior to processing to the shops or initiating contract procurement actions).
3. Inspect utilities systems and facilities to ascertain their requirement for maintenance per annual controlled inspection guidelines contained in MCOP11000.7C.
4. Prepare Short Range and Long Range Maintenance Plans (LRMP) for the air station, to include the industrial and housing areas, and airfield to include the Backlog of Maintenance and Repair (BMAR) for facilities that include Housing, Naval Hospital, DLA, and NAVAVNDEPOT on a reimbursable basis.

5. Prepare annual in-house workload and M1 Contracts plan from approved budget, indicating by quarter the planned utilization of labor and material resources by sub-functional fund categories.
6. Prepare annual work programs, identifying projects to be supported with funds and manpower resources allocated to FMD and customer services supported by reimbursable funds.
7. Prepare manpower and material estimates and work authorization documents.
8. Recommend funding for special maintenance, alteration, and repair projects and initiate requests to perform work by contract when applicable.
9. In conjunction with the Administrative Division, formulate and develop those portions of the budget relating to real property maintenance and Station mission operations.
10. From the approved budget, prepare the annual budget operating plan for the Facilities Maintenance Department which indicates, by quarter, the planned utilization of labor and material resources by sub-functional fund categories.
11. Prepare the annual and quarterly work programs which identify undertakings to be supported with funds and manpower resources allocated to the Facilities Maintenance Department and customer services to be supported by reimbursable funds.
12. Plan and follow up on the Preventive Maintenance Program performed by Maintenance and Repair and Utilities Divisions.
13. Manage the Self-Help program for maintenance and repair of facilities.
14. Prepare and coordinate troop training projects.
15. Develop and monitor the Engineered Performance Standards Program by reviewing work data to determine the need for changes in work methods, standards, procedures, and processes.
16. Coordinate and direct management and industrial improvement practices and programs.
17. Develop manpower staffing requirements based upon engineered time standards.
18. Coordinate with the Facilities Development Department and make recommendations concerning special approval of special maintenance, alteration, and repair projects for in-house accomplishment.
19. Maintain facility history files.
20. Perform engineering studies and economic cost analysis in all areas of responsibility.
21. Prepare detailed data for contracts for maintenance and repair projects when necessary as support for the FED.

22. Prepare the Small Purchase Specifications, Recurring Maintenance Specifications and Multicraft job packages for execution through the Facilities Support Contracts Department.
23. Monitor manpower availability summaries and shop load plans and recommend corrections, deletions, and additions.
24. Recommend controls of manpower through the work plan summary.
25. Prepare the annual in-house and contracts work program for FMD.
26. Coordinate preparation of the annual BMAR submission to HQMC in conjunction with the Facilities Development Department.

8023. PRODUCTION CONTROL BRANCH. The mission of the Production Control Branch is accomplished through assigned tasks to:

1. Establish and track Service Tickets.
2. Establish and track Work Requests.
3. Establish and analyze Preventive Maintenance (PM) Work Orders.
4. Establish and Standing Work Orders.
5. Interface and track Small Purchase Contracts with Facilities Support Contracts (FSC).
6. Provide scheduling for in-house work force.
7. Provide scheduled reports on workload in progress, completed, at FSC.
8. Provide interface for M-2, MCON, LR-1, and analyze how they effect/support M-1.
9. Prepare information briefs.
10. Gather, analyze, report and recommend changes to provide a more effective maintenance service.
11. Maintain an automated historical file.
12. Provide data entry for PM, Mapping, Inspection, and other automated systems.
13. Create, maintain and analyze statistical data on the maintenance report.
14. Analyze Material Support expenditures.
15. Receive process and prioritize requests for emergency/service work by telephone and assign work authorization within established guidelines.

16. Control processing of job orders and perform customer relations functions.
17. Provide feeder reports on job order openings and closings to the Administrative Division, the Comptroller, and Regional automated Service Centers.
18. Maintain the facility history files, the active and completed emergency/service ticket files, and specific job order files.
19. Research the facility history file, the emergency/service ticket files and specific job order file and identify maintenance trends for use in controlled inspections, and work planning and programming. Provide historical and maintenance experience information for use in budget preparation and in the formulation of the BMAR and LRMP.
20. Maintain contract warranty data and coordinate with the Resident Officer in Charge of Construction (ROICC) and contractors to obtain warranty repairs.
21. Provide technical assistance and support to FMD personnel for computer terminal and personal computer (PC) software and hardware, to include analysis, planning, configuration, installation and maintenance.

8024. SPECIFICATION BRANCH. The mission of the Specification Branch is accomplished through assigned tasks to:

1. Prepare specifications for in-house and/or contract accomplishment. Prepare manpower and material estimates for work generated by controlled inspections, customers, and or other methods where applicable. Coordinate with Material Support Branch in planning for work.
2. Compile information required to improve estimating techniques.
3. Develop plans and specifications for small purchase, multi-craft, service and Indefinite Quality type contracts. Serve as project manager on the same.
4. Plan maintenance, repair, and new construction work.
5. Provide necessary data to assist the Facilities Operations Manager in approving and disapproving work authorization documents.
6. Arrange and present job specifications which contain adequate information to permit the cognizant work center supervisors to assign personnel to jobs without resurveying **job** sites.
7. Determine the necessity for plans and working drawings and prepare or obtain them from the Facilities Engineering Department.
8. Specify the type and amount of materials required for each job order.
9. Review unusual deviations from estimates when such deviations are attributable to the planning and estimating functions and recommends appropriate corrections.

10. Prepare manpower and material estimates for job orders.
11. Prepare "independent" government estimates for Facilities Support Contract.
12. Assist in the preparation of complete plans and specifications for contracts for maintenance and repair work when manpower requirements will not permit such work to be accomplished by the FED.
13. Analyze work orders, reviews shop backlog data and work generation, and provide work authorization documents in kinds and quantities required to ensure an acceptable and adequately balanced work load for efficient scheduling of labor forces.
14. Review management reports during and after completion of work, investigate any unusual deviations found, and recommend action to correct such deviations.
15. Refer repetitive maintenance work for specific facilities to the Controlled Inspection Unit for investigation and for clarification of maintenance problems.
16. Establish projects plan, straddle program, and assists A & E in developing these projects.

8025. CONTROLLED INSPECTION BRANCH. The mission of the Controlled Inspection Branch is accomplished through assigned tasks to:

1. Develop procedures for inspection of Class I and II property as directed by HQMC.
2. Establish an effective continuous inspections program for Class I and II property (Land and Buildings).
3. Perform assigned inspections of facilities and utilities in accordance with established schedules.
4. Prepare inspection reports describing physical conditions and recommend corrective maintenance and repair work, including sketches and complete inspection reports.
5. Coordinate preparation of the BMAR with the Facilities Development Department and coordinate validation for Headquarters Marine Corps (MPRO).
6. Evaluate the effectiveness of continuous inspections through review of work input control and personal observations and report apparent deficiencies.
7. Reviews facilities service/emergency calls to ascertain repetitive maintenance work on specific facilities and components and other abnormal conditions, such as requests which indicate the need for major corrective measures, and initiate corrective action.
8. Ensure that appropriate action is taken to correct deficiencies revealed by inspections and review and recommend projects for inclusion in the BMAR.



9. Prepare the Long Range Material Plans (LRMP) and assist in the preparation of the annual work plan.
10. Prepare AIS, LRMP for reimbursable customers when requested.

8026. MATERIAL SUPPORT BRANCH. The mission of the Material Support Branch is accomplished through assigned tasks to:

1. Perform technical research for material.
2. Process and coordinate receipt of material requisitions to the Supply directorate. Purchase materials via Blanket Purchase Agreement (BPA) within financial thresholds established.
3. Receive and store needed material at established levels.
4. Account for all materials ordered and received.
5. Issue materials.
6. Prepare Bills of Materials for Work Orders.
7. Analyze work center material requirements.
8. Expedite emergency materials.
9. Provide residual material storage and reissue.
10. Manage material recovered during the maintenance process designed for disposal.

8027. UTILITIES DIVISION. The mission of the Utilities Division (see figure 8-8 for organizational chart) is accomplished through assigned tasks to:

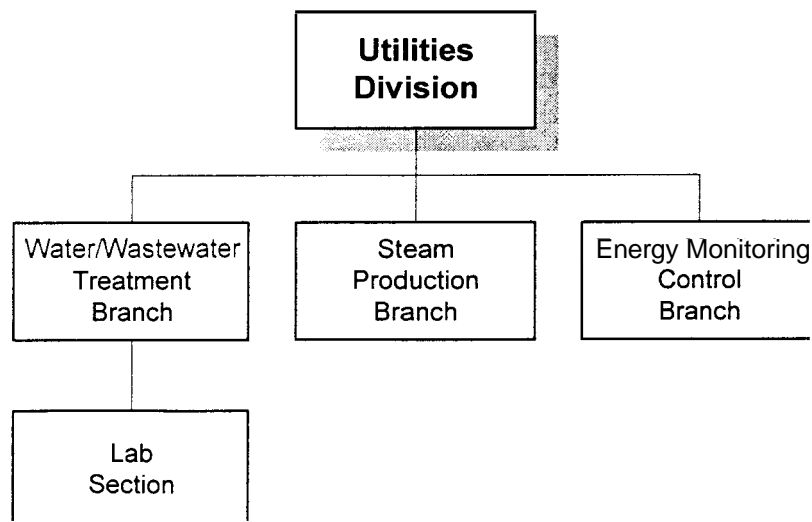


Figure 8-8.--Utilities Division Organizational Chart

1. Plan annual budgets and maintain costs within targets, track utility costs and determine utility rates within NAVCOMPT guidance.
2. Plan, direct, and coordinate the operation and maintenance of steam generating, pollution abatement, water and wastewater treatment plants, and fixed water and wastewater pumping stations for MCAS Cherry Point, MCALF Bogue, Aerial Surface Targets Operation (BT-11), and MCOLF Atlantic.
3. Perform operator inspections, dynamic equipment inspection and service, and special emergency and routine service work per maintenance control procedures on utility plants (heating, pollution abatement, water and wastewater) exclusive of heating in individual housing units.
4. Determine the availability of and schedule the equipment for overhauls and inspections; perform maintenance within the skills and equipment of the division; and generate requests for maintenance and repair from the Maintenance and Repair Division.
5. Conduct tests and analyses of water, wastewater, industrial waste, steam and boiler water to monitor performance of utility plants and compliance with state and federal regulations.
6. Operate and maintain an energy monitoring control and management system. Prepare reports and directives on energy consumption and management.
7. Provide for emergency service desk after normal working hours.
8. Provide industrial fire protection through two booster pumping stations.
9. Operate a potable water system, wastewater disposal system, and steam and hot water producing systems at MCALF Bogue.

8028. WATERWASTEWATER TREATMENT BRANCH. The mission of the Water/Wastewater Treatment Branch is accomplished through assigned tasks to:

1. Provide potable treated water for industrial and domestic use.
2. Provide adequate supply of water for fire fighting on station and off-station housing areas.
3. Perform operator inspection functions and preventive maintenance.
4. Provide wastewater collection and treatment for the station and off-station housing areas.
5. Provide industrial waste pretreatment for the station and NAVAVNDEPOT.

8029. LABORATORY (LAB) SECTION. The mission of the Lab Section is accomplished through assigned tasks to conduct laboratory tests and analyses to assure utility plant compliance with federal regulations for public health and environment; also provide production controls for efficient operations of boiler feed and potable water, wastewater, and industrial waste.

8030. STEAM PRODUCTION BRANCH. The mission of the Steam Production Branch is accomplished through assigned tasks to:

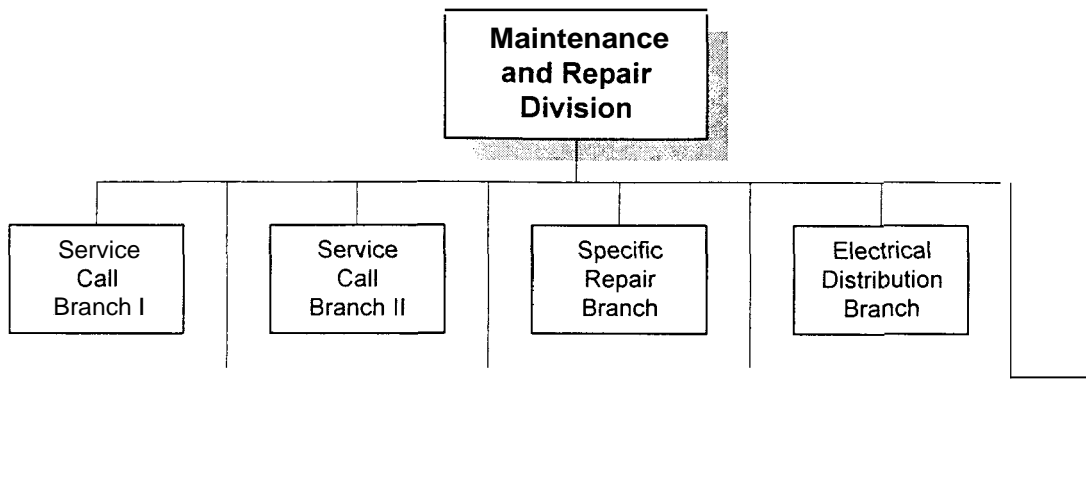
1. Perform safe and efficient operation of steam and hot water boilers for the centralized steam plant and remote boilers aboard the Air Station, MCALF Bogue and MCOLF Atlantic.
2. Manage comprehensive preventive maintenance to steam and hot water boilers, pollution abatement and related appurtenances.
3. Provide steam for heating, industrial, and domestic use in acceptable quantities and pressures at the most economical cost.

8031. ENERGY MONITORING CONTROL BRANCH. The mission of the Energy Monitoring Control Branch is accomplished through assigned tasks to:

1. Operate and maintain the computerized Energy Monitoring and Control System for the air station and housing areas.
2. Monitor energy consumption and set energy usage goals for computerized systems to maintain.
3. Monitor and remotely control critical utility operations including electrical power usage and demand, sewage lift station and treatment operations, water treatment, well and reservoir operations.
4. Maintain computerized controls and electronic devices in all the utility plants; wells and lift stations within strict tolerances where environmental and public health issues are critical.
5. Review requests for installation of window air conditioning units for approval/disapproval.

8032. MAINTENANCE AND REPAIR DIVISION. The mission of the Maintenance and Repair Division (See figure 8-9 for organizational chart) is accomplished through assigned tasks to:

1. Manage labor and material resources, and supervise and coordinate the work of the Service Call Branches I and II, Specific Repair Branch, Electrical Distribution Branch, Preventive Maintenance Branch, Housing Change of Occupancy Branch, General Services Branch and NAVAVNDEPOT Support Branch.
2. Execute authorized maintenance and repair work to facilities, including buildings, grounds and grounds structures. Responsible for public utilities including electric, water, steam, gas, fuel oil, and sanitary systems, refrigeration units, and fire alarm systems for MCAS Cherry Point, MCALF Bogue and MCOLF Atlantic.
3. Perform maintenance and preventive maintenance repair, alterations, and new construction.
4. Maintain utility plants and systems (other than that performed by Utilities Division personnel) and grounds for the station; collect and dispose of garbage, trash and refuse.



5. Perform insect and rodent control.
6. Control work center budgets.

8033. SERVICE CALL BRANCH I. The mission of the Service Call Branch I is accomplished through assigned tasks of 16 hours or less to:

1. Maintain and repair facilities and systems aboard the Air Station and Outlying fields with electrical, pipe, HVAC, machinist, locksmith, industrial doors, welding, plumbing, carpentry, painting, masonry structures and systems.
2. Repair and alter intercommunication systems including fire and crash alarm systems, air conditioning and refrigeration equipment, and related electrical facilities and equipment.
3. Install, repair, and maintain building electrical systems, controls, lights, electrical equipment, fuel oil heating systems and fire alarm systems.
4. Install wiring, and test for grounds, open circuits, relays and equipment.
5. Maintain fire alarm systems and traffic lights and controls.
6. maintain and repair buildings, grounds, industrial structures, and equipment including carpentry, painting, masonry, glazing, and roofing.
7. Maintain and repair buildings and facilities in housing and industrial areas within limits of emergency and service tickets.
8. Operate and maintain a Central Tool room and Calibration Program for the Facilities Maintenance Department.

8034. SERVICE CALL BRANCH II. The mission of the Service Call Branch II is accomplished through assigned tasks to:

1. Provide emergency and routine responses to deficiencies in mechanical, plumbing, electrical, roofing, and structural associated with dependent housing facilities.
2. Perform minor repairs to structures, mechanical systems, and equipment operation.
3. Perform in-house repair and troubleshooting of appliances and other home help devices.
4. Staff and operate a second shift emergency service section to provide coverage from 1530 to 2330, and weekends/holidays.

8035. SPECIFIC REPAIR BRANCH. The mission of the Specific Repair Branch is accomplished through assigned tasks of specific 05 work orders more than 16 hours to:

1. Maintain, repair, renovate, install, and alter Station and Outlying Fields electrical, piping, and plumbing systems, metal working functions, fuel distribution systems, galley and mess hall equipment, primary water works systems and wells, primary steam distribution, primary sewers and sewage pumps, arresting gear, air lines, hydraulic systems, elevators, etc.
2. Paint interior and exterior of structures, buildings, and equipment with brushes, spray guns and rollers.
3. Build, construct, maintain, alter, repair and replace masonry structures of brick, stone, hollow and quarry tile, firebrick, concrete block and other related materials.
4. Layout, fabricate, and install air conditioning ducts, gutters and downspouts, roof and chimney flashing, roof jacks, thimbles and stovepipes.
5. Perform gas and electric welding on a variety of equipment to repair pipelines, machine equipment, mess hall equipment, stacks, ducts and boiler tubes, etc.
6. Install and maintain various types of equipment related to air conditioning and heating which include compressors, condensers and evaporators.

8036. ELECTRICAL DISTRIBUTION BRANCH. The mission of the Electrical Distribution Branch is accomplished through assigned tasks to:

1. Install, maintain, repair, and provide preventive maintenance to electrical wiring, poles, supports, vaults, transformers, and other equipment and accessories above and below ground associated with electric power and light transmission lines.
2. Maintain right-of-ways for transmission lines.
3. Maintain airfield lighting systems.

8037. PREVENTIVE MAINTENANCE BRANCH. The mission of the Preventive Maintenance Branch is accomplished through assigned tasks to:

1. Provide preventive maintenance to equipment such as air start systems which include consoles; air compressors on Station and Outlying Fields; standby generators; condensate, circulating, and sewage pumps; water wells; diesel and gas engines; galley and mess hall equipment; cranes; steam turbines; and arresting gear, exhaust, HVAC and fire suppression systems, etc.
2. Inspect and certify the integrity of grounding systems in Ordnance, hangars and flight lines

8038. HOUSING CHANGE OF OCCUPANCY BRANCH. The mission of the Housing Change of Occupancy Branch is accomplished through assigned tasks to renovate family housing units during change of occupancy (structurally, mechanically and electrically).

8039. GENERAL SERVICES BRANCH. The mission of the General Services Branch is accomplished through assigned tasks to:

1. Maintain and repair runways, taxiways, roads, walks and related paved surfaces. Maintain grounds including seeding, grass cutting, ditching and railroad trackage. Responsible for policing and maintaining, in a clean neat condition, specified station areas.
2. Responsible for the collection and disposal of garbage and trash, pest control services and laborer services to other branches.
3. Responsible for landscaping and beautification of the station grounds that include roadways and parking lots.
4. Provide runway sweeping operations.
5. Maintain landfill for the disposal of waste wood products and asbestos.
6. Collect and haul waste wood products from station sites to the station landfill.
7. Deliver diesel fuel and kerosene to station boiler fuel tanks.
8. Provide pest control services and management for station, family housing and outlying fields.
9. Maintain a Spill Response Team, civilian and military equipment to handle fuel, chemical and sewage spills, etc.
10. Maintain oil/water separators, defuel POL's and dispose of through Defense Reutilization and Marketing Office (DRMO). Monitor and maintain containment at all potential spill site on station and outlying fields.

11. Provide equipment support, i.e., cranes, dozer, backhoe, etc. to other shops and perform grounds maintenance to include grading, ditching, patching of pavement and occasional grass cutting.

12. Perform landscaping and gardening, to include pruning, mulching, seeding and grass cutting of specified areas to include all BOQ areas.

8040. NAVAVNDEPOT SUPPORT BRANCH. The mission of the NAVAVNDEPOT Support Branch is accomplished through assigned tasks to perform on site electrical, mechanical, and structural services for installation, replacement, and alterations to aircraft production equipment and shop areas, as necessary, to retain the NAVAVNDEPOT's competitive edge in the DoD's aircraft overhaul and repair mission.

#### 8041. FACILITIES ENGINEERING DEPARTMENT

1. Under the line authority and staff coordination of the Director of Facilities, the Facilities Engineering Department (FED) supervises and manages facility engineering activities aboard station. (See figure 8-10 for organizational chart.)

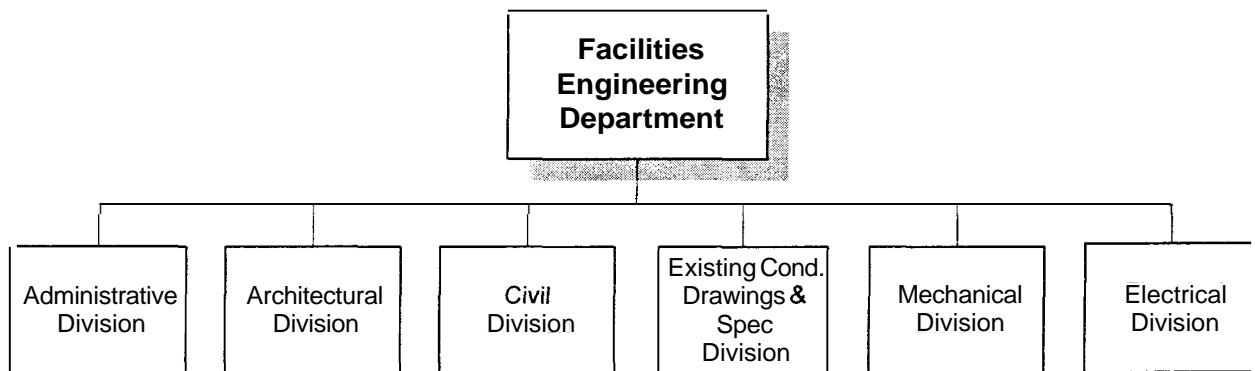


Figure 8-10.--Facilities Engineering Department Organizational Chart

2. The FED is responsible for professional engineering and architectural services to include design and design review of facilities, including new construction, alteration, and repair projects. The mission is accomplished through assigned tasks to:

a. Perform professional engineering and architectural studies, investigations, and evaluations in support of the Facilities Projects Program and Construction Program.

b. Provide engineering and architectural expertise, evaluate materials and equipment proposed for use, and resolve problems in the construction, repair, alteration, and maintenance of facilities by contract and by station forces.

- c. Provide a repertory for preservation of as-built record plans for facilities and utilities, and topographic maps, including continual updating of general development plans to reflect the changing character of the station.
- d. Provide professional engineering and architectural studies, investigations, and evaluations in support of non-appropriated fund programs.
- e. Direct and coordinate the functions of the divisions, which are responsible for the mechanical, electrical, architectural, civil, structural, sanitary engineering, and planning of this department.
- f. Provide engineering consultant services pertaining to the maintenance of public works and utility systems of the command.
- g. Develop complete plans, specifications, and cost estimates for construction of new facilities and the maintenance, repair, and alterations of existing real property. Perform engineering analyses and calculations to ensure structural integrity, cost effective selection of materials, and public safety.
- h. Perform technical evaluations and feasibility studies, including preparation of formal documentation for the annual submission of the maintenance, repair, and construction programs.
- i. Perform preliminary studies, including boundary and topographical surveys, for land usage planning.
- j. Gather engineering data and perform technical reviews for Commander, Atlantic Division, Naval Facilities Engineering Command (LANTNAVFACENGCOM).
- k. Provide briefings and guidance for architectural and engineering firms under contract for the design of military construction and special project programs.
- l. Maintain files of drawings, specifications, and construction data for existing and proposed facilities of the command.
- m. Provide consultant engineering services to tenant commands.
- n. Provide engineering consultant service and recommendations for the evaluation of materials and equipment proposed for incorporation into facilities.

8042. ADMINISTRATIVE DIVISION. The mission of the Administrative Division is accomplished through assigned tasks to:

- 1. Provide general administrative services to FED including preparation and editing of correspondence, maintaining a central file system, accurate submission of time cards, distributing contractor submittals, stenographic services, etc. As an additional duty, identical services are provided to the ROICC.



2. Develop budget for FED including the financial administration of funds allotted directly to FED in support of engineering services. Request additional funding requirements when needed. As an additional duty, identical services are provided to the ROICC.
3. Executes funding documents for consumable supplies for the FED and the ROICC.
4. Identifies training requirements for FED personnel and provide to Facilities Directorate Administrative Office for inclusion in the directorate training requirements. As an additional duty, perform same tasks for the ROICC.
5. Receipt for and distribute incoming, official mail for FED and dispatch outgoing mail. As an additional duty, responsible for same tasks for ROICC.
6. Coordinate and prepare recurring reports required by higher authority. Maintain and develop statistical data as required.

8043. ARCHITECTURAL DIVISION. The mission of the Architectural Division is accomplished by assigned tasks to:

1. Provide engineering consultant services pertinent to the maintenance of public works functions and station utilities.
2. Perform engineering analyses, investigations, and calculations pertaining to the maintenance and repair of structures and buildings, deferred maintenance, repair, alteration, and minor construction projects.
3. Provide engineering information and technical reviews for the LANTNAVFACENGCOM.
4. Institute and maintain records, files, and drawings concerned with facilities projects, MILCON programs, and existing structures.
5. Provide services, with specialized experience from other divisions, in housing and community buildings, mess halls, administrative buildings, dispensaries, dental clinics, warehouses, schools, training structures, maintenance shops, filling stations, magazines, fallout shelters, and miscellaneous buildings and structures.

8044. CIVIL DIVISION. The mission of the Civil Division is accomplished through assigned tasks to:

1. Provide engineering consultant services pertinent to the maintenance of public works functions and station utilities.
2. Perform engineering analyses, investigations, and calculations pertaining to the maintenance and repair of structures and buildings and deferred maintenance, repair, alteration, and minor construction projects.

3. Provide engineering information and technical reviews for the LANTNAVFACENGCOM.
4. Institute and maintain records, files, and drawings concerned with facilities projects, MILCON programs, and existing structures.
5. Conduct preliminary studies and land surveys for planned usage.
6. Provide sanitary engineering service including monitoring, consultation, and preparation of projects for pollution abatement.
7. Provide engineering services in the areas of roads, highways, building (foundations, structural frames, and site work), storm drains, paved parking and storage areas, bridges, railroad trackage, docks, harbors, breakwaters, towers, earthwork, training and industrial structures, traffic control systems, and landing fields.

8045. EXISTING CONDITIONS DRAWINGS AND SPECIFICATIONS DIVISION.

1. Under the line authority of the Director of Facilities, Facilities Engineering Officer, and Chief Design Engineer, the Existing Conditions Drawings and Specifications Branch conducts activities to develop, maintain, file, and retrieve existing condition drawings and specifications. This is done in both hard copy and electronic files.
2. The mission of the Existing Conditions Drawings and Specifications Branch is accomplished through assigned tasks to:
  - a. Manage and maintain a computer data base that graphically depicts existing conditions for utilities and facilities.
  - b. Provide a data base retrieval system that allows for easy customer use.
  - c. Manages and maintains a hard copy file and retrieval system for existing condition drawings.
  - d. Provide standards and procedures for customers to provide updates to data bases.
  - e. Manages the acquisition process from design completion until contract package issuance.
  - f. Produces the final specification manuscript.
  - g. Coordinates and acts as Local Area Network (LAN) Administrator for the FED.
  - h. Manages and exercises administrative control over FED's computed based vendor and standards information system.

8046. MECHANICAL DIVISION. The mission of the Mechanical Division is accomplished through assigned tasks to:

1. Provide engineering consultant services pertinent to the maintenance of public works functions and station utilities.
2. Perform engineering analyses, investigations, and calculations pertaining to the maintenance and repair of structures and buildings, deferred maintenance, repair, alteration, and minor construction projects.
3. Provide engineering information and technical reviews for the LANTNAVFACENGCOM
4. Institute and maintain records, files, and drawings concerned with facilities projects, MILCON programs, and existing structures at MCAS Cherry Point.
5. Provide engineering services for building mechanical systems including plumbing, heating, air conditioning, ventilation, fire sprinklers, and refrigeration; production equipment for galleys, laundry, and baking; fuel storage and dispensing compressors, truck scales, cranes, and other specialized mechanical equipment installations and systems, water distribution systems, sewage collection systems, sewage treatment plants, aeration lagoons, septic tanks, leaching fields, wells, booster stations, pressure regulating stations, tanks, fire hydrant systems, and sand separators.
6. Perform plans, specification, and coordination functions as follows:
  - a. Place into final form specification and cost estimates prepared by the department.
  - b. Maintain up-to-date technical guide specifications library through the use of **CD** ROM quarterly issues. Review interim specifications to ensure LANTNAVFACENGCOM guide specification revisions are incorporated in the edited specification.
  - c. Manage contracts between final design and contract award.
  - d. Produce the department's design status reports.

8047. ELECTRICAL DIVISION. The mission of the Electrical Division is accomplished through assigned tasks to:

1. Provide engineering consultant services pertinent to the maintenance of public works functions and station utilities.
2. Perform engineering analyses, investigations, and calculations pertaining to the maintenance and repair of structures and buildings, deferred maintenance, repair, alteration, and minor construction projects. Provide technical assistance in support of the Plans, Specifications, and Coordination Division.
3. Provide engineering information and technical reviews for the LANTNAVFACENGCOM.
4. Institute and maintain records, files, and drawings concerned with facilities projects, MILCON programs, and existing structures at MCAS Cherry Point.

5. Provide engineering services in the areas of primary and secondary electrical distribution, building power and lighting systems, converters, standby power sources, intercom and public address systems, telephone, radio frequency shielding, miscellaneous power, lighting, and communication utilization.

#### 8048. HOUSING DEPARTMENT

1. Under the line authority and staff coordination of the Director of Facilities, the Housing Department is responsible for activities conducted in behalf of MCABE and MCAS Cherry Point. The Housing Department directs and coordinates the functions of the Bachelor Housing Division, Personnel Support Division, Housing Management Division, and Fiscal Division, which are responsible for the operation and administration of family housing, BOQ facilities, and BEQ facilities. (See figure 8-11 for organizational chart.)

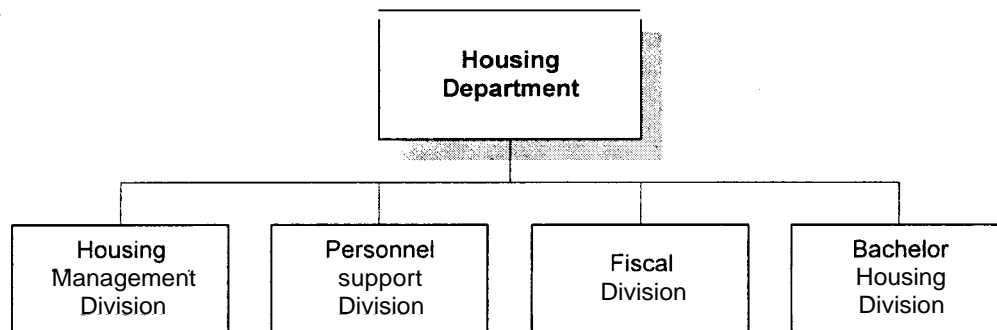


Figure 8-11.--Housing Department Organizational Chart

2. The mission of the Housing Department is accomplished through assigned tasks to:

- a. Manage and administer family housing facilities and bachelor quarters for officer and enlisted personnel.
- b. Assign BEQs to tenant units. Determine BAQ eligibility, property, and equipment management.
- c. Administer a housing referral service for off-station housing when government housing quarters are not available.
- d. Formulate housing management policy.
- e. Plan, direct, coordinate, and control expenditure of funds allocated to the housing office within the financial operating plan. Prepare the annual budget.
- f. Manage and direct the assignment and termination of quarters, collection of utility and trailer space funds, and procurement and issuance of housing furniture and furnishings.

- g. Issue handbooks and directives containing housing rules, regulations, and tips for occupants. Conduct a continuing tenant relations program.
- h. Continuously review housing eligibility, priority, assignment, and utilization policies.
- i. Arrange for inspections, planning, estimating, and performance of recurring housing maintenance and related utility operations.
- j. Maintain historical housing records and reports.

**8049. HOUSING MANAGEMENT DIVISION.** The mission of the Housing Management Division (see figure 8-12 for Organizational Chart) is accomplished through assigned tasks to:

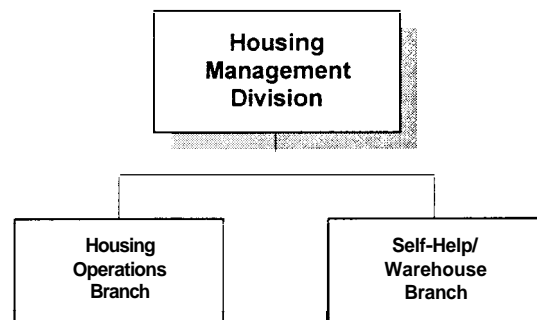


Figure 8-12.--Housing Management Division Organizational Chart

1. Administer and implement housing policies relating to the eligibility of military sponsors assigned to this installation.
2. Comply with DoD and other directives concerning family housing utilization and administration.
3. Initiate, develop, and publish communications, directives, amplifying instructions, housing regulations, and other information for dissemination to family housing occupants.
4. Conduct annual, special, family, and bachelor housing surveys as directed for planning of future housing requirements.
5. Promote tenant maintenance programs. Maintain a climate of service and support with tenants.
6. Provide adequate indoctrination to new tenants concerning housing regulations and procedures to include check-in and check-out procedures, care and custody of appliances, and availability of additional housing support.
7. Maintain liaison with the Security Officer in matters pertaining to or requiring law enforcement for personnel utilizing family housing facilities, and equipment.

8. Coordinate with other departments within the Facilities Directorate on matters pertaining to family housing objectives.
9. Prepare guidance for implementing rental rates, trailer spaces and sundry charges for family housing and trailer spaces and sundry charges.

8050. HOUSING OPERATIONS BRANCH. The mission of the Housing Operations Branch is accomplished through assigned tasks to:

1. Prepare and develop information relating to the Operations Branch for housing manuals, publications, and bulletins which provide information and guidance to tenants.
2. Develop and plan long and short-range plans for maintenance and repair of family housing assets.
3. Establish policies and procedures for the performance and conduct of check-in, pre and final inspections. Ensure occupants move into clean housing.
4. Coordinate with other departments within the Facilities Directorate as required on matters which pertain to family housing objectives.
5. Strive to provide attractive living conditions for all military families. Continue to operate, maintain, repair and improve Marine Corps housing.
6. Ensure that accessible housing is available upon assignment to persons with special health or physical disability requirements.
7. Promote positive occupant environment.
8. Maintain Facilities Family Housing historical files.

8051. SELF-HELPWAREHOUSE BRANCH. The mission of the Self-Help/Warehouse Branch is accomplished through assigned tasks to:

1. Develop, prepare, implement, and promote tenant self-help maintenance programs.
2. Increase accomplishment of work through occupant self-help, decreasing labor expenditure of government work forces.
3. Oversee the operation of the self-help issue point.
4. Provide tools for check-out by occupants of family housing for occupant self-help program.
5. Maintain inventory and control of housing appliances.

6. Coordinate with other departments within the Facilities Directorate as required on matters which pertain to family housing objectives.

8052. PERSONNEL SUPPORT DIVISION. The mission of the Personnel Support Division is accomplished through assigned tasks to:

1. Prepare family housing surveys, management reports, and studies.
2. Establish and implement specific policies for eligible sponsors. Maintain a waiting list for assignment to family housing per established procedures and directives.
3. Prepare utilization, assignment and termination reports concerning the status of family housing accommodations.
4. Initiate military start and stop of government quarters into the military pay system via computer per MCO P1080.35 (Personnel Reporting Instruction Manual).
5. Initiate and terminate assignment of military member to family housing quarters.
6. Provide off-station housing referral service to military members.
7. Collect information concerning availability of civilian housing on a nondiscriminatory basis for rental and purchase. Maintain a current listing of suitable available housing in the surrounding area and assist military personnel in obtaining off-station housing when government housing is not available.
8. Inspect available local civilian housing for suitability of occupancy by military families.
9. Maintain liaison with local real estate boards, Realtors, brokers, individual property owners, and other commercial and public organizations to advise them of military family housing needs, to encourage open housing policies, and to promote fair and impartial treatment of military tenants.
10. Publish a listing of housing facilities against the ~~official~~ restrictive sanctions currently in effect.
11. Receive complaints from local military tenants and their landlords. Mediate the complaints to the satisfaction of all parties.
12. Investigate complaints alleging discrimination in off-station housing. Report findings to the Assistant Housing Manager.
13. Maintain liaison with other military housing offices in the area concerning housing status at this station.
14. Submit reports on the status of off-station housing in this area to higher authority as appropriate.

15. Maintain information concerning churches, businesses, and services available in the local area for the convenience of assigned military members and their families.

8053. FISCAL DIVISION. The mission of the Fiscal Division is accomplished through assigned tasks to:

1. Develop budgets for the Housing Department through projected estimation of requirements.
2. Establish job order numbers in consonance with mechanized requirements established by the Comptroller.
3. Prepare a sound family housing financial and operating plan which will make the most efficient use of available resources in accomplishing family housing and bachelor housing programs and objectives.
4. Execute and monitor the financial plan, establishing and obtaining financial plan reports and documents which disclose deviations from the plan.
5. Recommend changes and actions to ensure timely financial expenditures considering available resources.
6. Administer allotments for the following budget projects (BP): BP-11 (administration, utilities and operations), BP-21 (maintenance), BP-22 (special projects), BP-23 (improvement projects), BP-96 (reimbursable utilities), and BP-13 (services), and allocations for the bachelor housing program.
7. Review fiscal obligations and ensure the expenditure rates are in proper proportions to the scheduled and programmed requirements for the appropriate time periods.
8. Collect and receipt for rental and sundry charges.
9. Establish the procedures and policies prescribed by local management and by the Accounting Handbook Collections from tenants of Naval rental housing (NAVEXOS P-1569), Housing Administration Manual (P-332), Navy Comptroller Manual (NAVEXOS P10000), and Marine Corps Supply Manual in order to establish a uniform accounting system for the receipt, recording, control, transfer, deposit, refund, and expenditure of collected funds.
10. Take administrative action on delinquent accounts including oral and written communication with tenants and their supervisors.
11. Conduct surveys of local rent and utility rates for establishment of fair rental rates.
12. Prepare financial reports and fiscal accounts required for the management, administration, maintenance, operation, and planning of family and bachelor housing.
13. Determine the projected annual income from substandard public quarters. Ensure operation and maintenance costs of these quarters do not exceed the income as required by federal law.



8054. BACHELOR HOUSING DIVISION. The mission of the Bachelor Housing Division (see figure 8-13 for organizational chart) is accomplished through assigned tasks to:

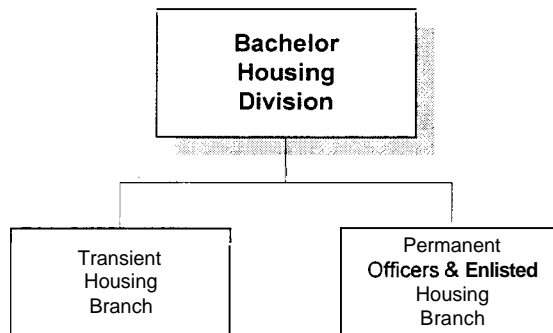


Figure 8-13.--Bachelor Housing Division Organizational Chart

1. Manage bachelor housing on the CG's real property inventory account.
2. Develop and implement rules and regulations.
3. Determine entitlement to BAQ which bachelors qualify as allowable exemptions for involuntary assignment to adequate bachelor quarters.
4. Compile reports as required, including budget, Non-Appropriated Fund Instrumentality (NAFI) Inventory cost, and maintenance reports; review reports containing bachelor housing information.
5. Monitor and control use and projected replacement of equipment and furnishings.
6. Assign BOQ and SNCO BEQ facilities and barracks spaces to tenant and station units.
7. Implement policies and procedures for utilities conservation in coordination with facilities management activities.
8. Conduct the bachelor housing requirements survey and develop programming data
9. Maintain the highest possible occupancy rates, but not less than 98 percent for permanent party and 65 percent for temporary additional duty (TAD) transients.
10. Review work orders prior to submission to the Maintenance Department. Maintain liaison for a cyclic maintenance program.
11. Ensure redesignation and temporary diversions of bachelor quarters are approved by HQMC as required.
12. Establish a continuous inspection program to ensure proper maintenance and proper state of cleanliness.

13. Screen complaints, grievances, and preparation of endorsements for authorizations and directives.

14. Coordinate with the ROICC and contractor on renovation/improvement contracts for bachelor housing.

8055. TRANSIENT HOUSING BRANCH. The mission of the Transient Housing Branch is accomplished through assigned tasks to:

1. Operate and manage facilities to provide essential lodging for bachelor officers, enlisted, and other authorized personnel on active duty assigned to and in transit at this Station.
2. Maintain quarters in a high state of cleanliness.
3. Maintain records of financial transactions.
4. Administratively and operationally manage NAFI personnel assigned to the branch.
5. Maintain distinguished guest quarters (building 313) assigned by the Director of Facilities.
6. Maintain four distinguished guest suites in BOQ-1 in a high state of cleanliness and readiness for distinguished visitors to MCAS Cherry Point.
7. Maintain in constant readiness sufficient lodging rooms for the transient visitors.
8. Maintain custody and accountability of furniture and equipment assigned to the branch.
9. Provide warehousing and control of excess furniture and equipment assigned to the branch.
10. Maintain liaison with appropriate offices concerning requirements for VIP quarters and future requirements for transient billeting.
11. Ascertain future requirements for transient BOQ and SNCO BEQ services and plan accordingly.

8056. PERMANENT OFFICER AND ENLISTED HOUSING BRANCH. The mission of the Permanent Officer and Enlisted Housing Branch is accomplished through assigned tasks to:

1. Manage BOQs and BEQs at MCAS Cherry Point.
2. Operate and manage facilities to provide essential transient lodging for enlisted bachelor personnel.
3. Assign BEQs to station and tenant units.

4. Manage Personnel Support Equipment procurement, issue, use, and inventory for BOQ and SNCO BEQ.
5. Establish and maintain an effective centralized management program to ensure optimum use of bachelor housing assets. Prepare inventory, occupancy, and utilization reports.
6. Notify CMC when the command is unable to provide space required by Minimum Standards of Adequacy based on actual or projected onboard strength.
7. Coordinate BOQs, BEQ's, and Responsible Officer Accounts with tenant units.
8. Conduct a comprehensive review of BOQ and BEQ policies, regulations, practices, and attitudes to identify demeaning and unnecessarily restrictive practices and areas of inadequate service.
9. Establish a continuous inspection program of BOQ and the SNCO BEQ.
10. Coordinate with the Personnel Support Division for the counseling of Marines eligible for BAQ.
11. Ensure management and administrative procedures for BEQ management are implemented per relevant directives and publications.
12. Maintain bimonthly barracks population reports.
13. Maintain waiting lists for assignment to the BOQ and the SNCO BEQ.
14. Assign and terminate officers and SNCOs to and from bachelor housing.

#### 8057. FACILITIES SUPPORT CONTRACTS DEPARTMENT

1. Under the line authority and staff coordination of the Director of Facilities, the Facilities Support Contracts Department conducts departmental activities in support of facilities support contracts for the Air Station. (See figure 8-14 for organizational chart.

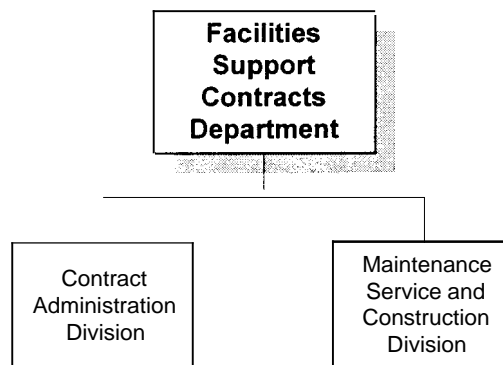


Figure 8-14.--Facilities Support Contracts Department Organizational Chart

2. The mission is accomplished through assigned tasks to:

a. Provide maintenance service, maintenance construction, lease, and rental support contracts for MCAS Cherry Point, its outlying fields and ranges, and its subordinate commands and tenant activities.

b. Perform pre-award survey and post-award payments, modifications, and contract close-outs.

c. Coordinate customer performance work statement requirements with FED personnel.

d. Recommend and approve contractor deductions for unsatisfactory or non-performed services.

e. Develop quality assurance plans and assist in developing government estimates for change orders and new contract awards.

f. Conduct pre-performance meetings on new contracts and periodic contractor performance reviews on facilities support contract negotiations.

g. Review and approve contractors' quality control plans as well as other safety or performance plans required by regulation or contract clauses.

h. Monitor labor, safety, and security practices of contractor. Report results to the appropriate staff or government entity. Conduct required contractor labor standards review.

8058. CONTRACT ADMINISTRATION DIVISION. The mission of the Contract Administration Division is accomplished through the Naval Facilities Engineering Command, Atlantic Division.

8059. MAINTENANCE SERVICE AND CONSTRUCTION DIVISION. The mission of the Maintenance Service and Construction Division is accomplished through assigned tasks to:

1. Inspect maintenance, maintenance construction, and small purchase contracts.

2. Assist in the acquisition planning on multi-craft indefinite quantity contracts, to include negotiation of delivery orders.

3. Perform interim and final evaluations of contractors' performance per the terms and conditions of the contract, to include compliance with safety and labor laws.

4. Recommend in-scope and out-of-scope changes to contract.

5. Recommend contract payments and maintain supporting documentation.

MCAS CHERPT MAN ORG

CHAPTER 9

SUPPLY DIRECTORATE

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR OF SUPPLY .....	9000	9-3
ASSISTANT DIRECTOR OF SUPPLY .....	9001	9-4
SUPPLY OPERATIONS DEPARTMENT .....	9002	9-4
RESOURCES DIVISION .....	9003	9-4
ADMINISTRATIVE SUPPORT BRANCH .....	9004	9-5
SYSTEMS DIVISION .....	9005	9-6
CUSTOMER SERVICE SUPPORT DIVISION .....	9006	9-8
CUSTOMER ADVOCATE BRANCH .....	9007	9-8
RECEIVING/LOCAL DELIVERY BRANCH .....	9008	9-9
RETAIL STORES BRANCH .....	9009	9-9
HAZARDOUS MATERIAL CONTROL CENTER .....	9010	9-10
DEPOT SUPPORT DIVISION .....	9011	9-10
STATION PROPERTY CONTROL DEPARTMENT .....	9012	9-11
CONTRACTING DEPARTMENT .....	9013	9-12
LARGE CONTRACTS DIVISION .....	9014	9-13
STATION/TENANT SMALL PURCHASE DIVISION .....	9015	9-14
RECEIPT/VOUCHER PROCESSING DIVISION .....	9016	9-15
FOOD SERVICE DEPARTMENT .....	9017	9-15
RECORDS/REPORTS DIVISION .....	9018	9-16
ENLISTED MESS HALL DIVISION .....	9019	9-17

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
SUBSISTENCE BRANCH .....	9020	9-18
FUEL DEPARTMENT .....	9021	9-18
QUALITY ASSURANCE DIVISION .....	9022	9-19
FLIGHTLINE DIVISION .....	9023	9-20
TRAFFIC MANAGEMENT DEPARTMENT .....	9024	9-20
PASSENGER TRANSPORTATION DIVISION .....	9025	9-21
QUALITY DIVISION .....	9026	9-21
PERSONAL PROPERTY DIVISION .....	9027	9-22
ORDNANCE DEPARTMENT .....	9028	9-22
QUALITY ASSURANCE DIVISION .....	9029	9-23
MAGAZINE DIVISION .....	9030	9-24
REQUIREMENTS DIVISION .....	9031	9-24

## FIGURE

9-1 SUPPLY DIRECTORATE ORGANIZATIONAL CHART .....	9-3
9-2 SUPPLY OPERATIONS DEPARTMENT ORGANIZATIONAL CHART ..	9-4
9-3 CONTRACTING DEPARTMENT ORGANIZATIONAL CHART .....	9-12
9-4 FOOD SERVICE DEPARTMENT ORGANIZATIONAL CHART .....	9-15
9-5 FUEL DEPARTMENT ORGANIZATIONAL CHART .....	9-18
9-6 TRAFFIC MANAGEMENT DEPARTMENT ORGANIZATIONAL CHART	9-20
9-7 ORDNANCE DEPARTMENT ORGANIZATIONAL CHART .....	9-23

CHAPTER 9

SUPPLY DIRECTORATE

9000. DIRECTOR OF SUPPLY

1. Under the line authority of the Chief of Staff, the Director of Supply (see figure 9-1 for organizational chart) advises and assists MCABE/CG MCAS Cherry Point on logistical and supply matters. The Supply Directorate provides logistic support, material, and services consisting of requisitioning and follow-up of Navy technical aeronautical material and aviation related Defense Logistics Agency (DLA) managed material for:

- a. Tenant fleet forces and training units of operating or training Commands
- b. Naval Aviation Depot (NAVAVNDEPOT).
- c. Command and Station operation, transportation, and maintenance programs.

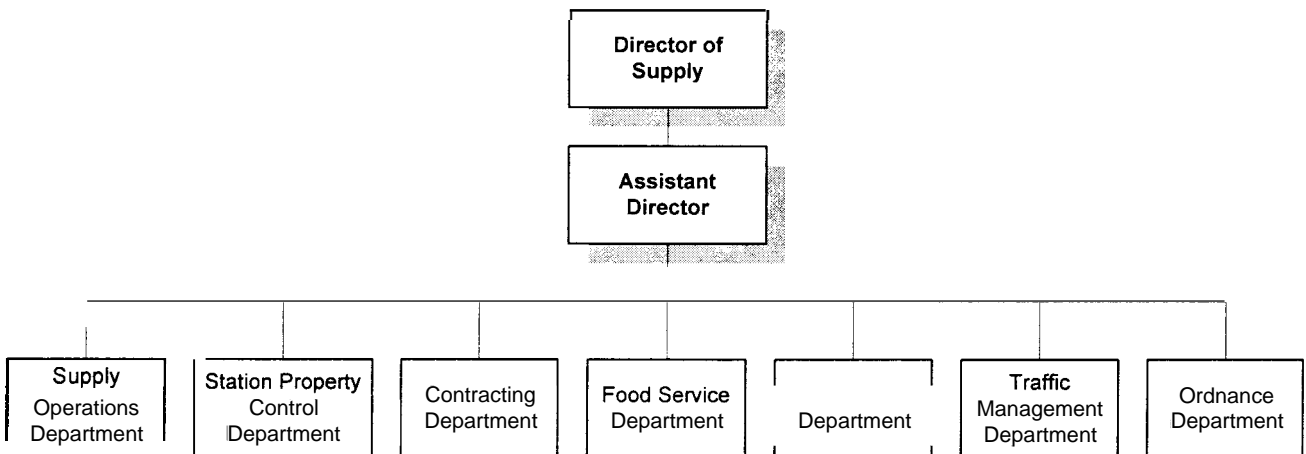


Figure 9-1.--Supply Directorate Organizational Chart

2. Accomplishment of the logistics support assignment requires the following:

- a. Procurement of all commodities of Navy, DLA, General Services Administration (GSA), and nonstandard material required.
- b. Maintenance and operation of facilities required in the support mission; i.e., bulk fuel storage and dispensing equipment; retail stores outlets; source data creation equipment; food service; household goods and passenger transportation, and related traffic management.

3. The mission is accomplished through assigned tasks to administer and accomplish all managerial type programs essential to satisfactory performance of the logistics support assignment including:

- a. Maintain and develop all management systems and programs required in supply operations, including Automatic Data Processing (ADP) systems and internal support procedures.
- b. Administer all supply budgeting and funding programs at the operating target level.
- c. Administer the operation of the Station Mess Hall Facility.
- d. Procure, store, maintain, issue, and secure ordnance, missiles, ammunition, and explosives.
- e. Procure, store, maintain, issue, aviation and ground fuels in support of tenant commands and visiting aircraft.
- f. Establish policy and monitor the operation of Satellite Stores and On-Station Ready Store operations.
- g. Provide Traffic Management Services (Personal Property and Passenger Transportation).
- h. Ensure proper procurement, storage, issue, and accountability of all government Garrison Property assets.

9001. ASSISTANT DIRECTOR OF SUPPLY. Serves as the direct representative of the Director in maintaining the general efficiency and conduct of the work of the entire Directorate for all areas; executes the policies and orders of the Director throughout the Directorate. In the absence of the Director, performs the duties of the Director.

9002. SUPPLY OPERATIONS DEPARTMENT. Using supply management programs, the mission of the Supply Operations Department is to acquire and provide goods and services for customers in the MCABE region. (See figure 9-2 for organizational chart.)

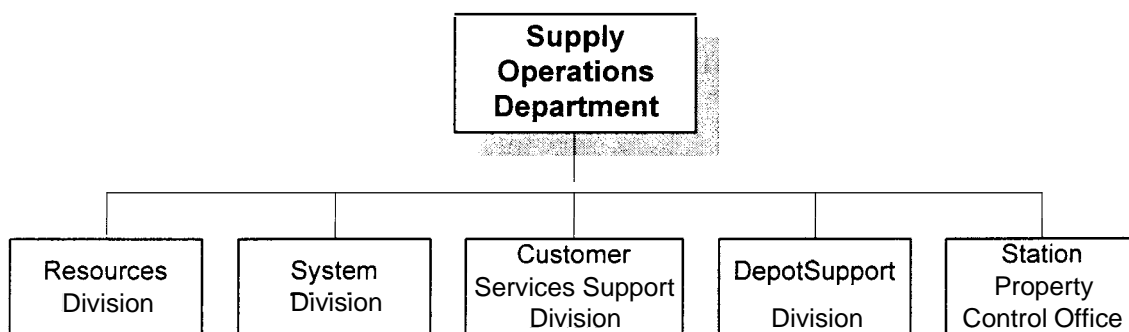


Figure 9-2.--Supply Operations Department Organizational Chart

9003. RESOURCES DIVISION. The mission of the Resources Division is accomplished through assigned tasks to:



1. Develop and maintain Air Bases, Air Station, and Supply Directorate Directives involving Supply Directorate functions and operations.
2. Administer the internal management control program for the Directorate; review vulnerability assessments and management control reviews to reduce the potential for fraud, waste, and abuse. Publish five year plan to ensure Directorate compliance with program requirements. Maintain liaison with Station Comptroller to respond to and report program status.
3. Develop and coordinate the Directorate's input for a variety of administrative programs and reports including: Administrative travel and training requirements, Beneficial Suggestions, Mobilization, Program Objective Memorandum, Table of Organization, Manage to Payroll, Command Chronology, Standards of Conduct, Fire Prevention Efforts, Energy Conservation, Safety, Defense Regional Inter-service Support Program Agreements, Precious Metals Recovery, Property Disposal, MCABE boards, councils, and committees.
4. Develop and maintain the status of operating funds for the Directorate. Monitor expenditures on end use accounts to assure compliance with Directorate spending plans. Maintain files of outstanding documents and analyze expenses applied against each job order number. Provide guidance to operating departments on the use of funds.
5. Develop and coordinate a comprehensive spending plan for Operations and Maintenance, Marine Corps (O&M, MC).
6. Monitor the status of Navy working capital funds available to stay within authorized funding levels for the assigned work operations, project or program. Provide requirements and prepare estimates of funds needed.
7. Determine requirements for and oversee management of working capital funds for retail stores. Perform accounting functions at target holder allotment level.
8. Coordinate the conduct of formal audits and inspections of Supply Operations.
9. Maintain a continuous facilities upgrade program for the Directorate. Identify and report deficiencies in facilities/equipment. Determine requirements for improved and/or new equipment in conjunction with respective Department Heads; prepare and submit appropriate requests for Command action.

9004. ADMINISTRATIVE SUPPORT BRANCH. The mission of the Administrative Support Branch is accomplished through assigned tasks to:

1. Maintain central correspondence and message files, directives library for publications affecting supply functions and operations, authorization and appointment letters, current Supply Directorate telephone listing and recall roster for emergency personnel.
2. Receive and process inbound publications, naval messages, postal, and guard mail.
3. Control classified matter.

4. Monitor and reconcile telephone bills.
5. Provide messenger services to distribute official mail, messages, and guard mail.
6. Provide administrative/support services to the various organizations of the Directorate.

9005. SYSTEMS DIVISION. The mission of the Systems Division is accomplished through assigned tasks to:

1. Coordinate all matters related to Uniform Automated Data Processing System for Stock Points (UADPS-SP) Programs within MCABE. Provide ADP specifications to the G-6 Directorate and/or Defense MegaCenter (DMC) Jacksonville, FL. related to options, logical program sequences, ADP job procedures, scheduling, output requirements, etc., for operation of the UADPS-SP System/local programs. Provide UADPS Systems Analyst support for the Defense Distribution Depot-Cherry Point.
2. Monitor the implementation of new non-UADPS-SP Programs and systems. Apprise management of programs and/or related problems.
3. Develop and recommend policy and procedural changes to improve supply support effectiveness or to implement supply management programs dictated by higher authority.
4. Develop, maintain, refine, and monitor all ADP systems required in supply operations under the UADPS-SP System. These UADPS-SP applications support customer information, requisition processing, issue, exception processing, referral, receipt, transportation, repairables management, inventory management, Defense Data Access (DDA) Transaction Control, Transaction Item Reporting, automated transaction ledger, financial interface transactions, management information, record maintenance, excess and disposal, Retail Stores, Report of Discrepancy Processing and physical inventory functions.
5. Provide interface support for purchases (Contracting Department).
6. Develop and maintain specifications in support of ADP system operation.
7. Study potential ADP applications and future enhancements for feasibility of implementation at MCAS Cherry Point. Correspond with higher headquarters in response to their request for information or to justify our request for the application.
8. Develop and maintain all local ADP specifications for new or revised supply management and information requirements.
9. Conduct feasibility studies to determine ADP application; design local ADP programs, develop data for program tests, review test output to determine system acceptability and make final acceptance of programs.
10. Conduct research, investigate, and analyze program processing problems and errors, and initiate action to resolve operational defects.

11. Develop and maintain all clerical support procedures for UADPS-SP Programs in support of systems and provide training in the use of these procedures.
12. Develop and maintain all Air Base, Air Station, and Supply Directorate directives in support of supply systems and operations.
13. Maintain liaison and collaborate with HQMC, Naval Supply Systems Command (NAVSUPSYSCOM), Fleet Material Support Office (FMSO), other management activities, internal management staff, and customer activities to ensure system performance is in accordance with expectations.
14. Coordinate the monthly data processing schedule and any adjustments to the schedule that may be required during a month.
15. Provide for input of data into the UADPS-SP System; distribute output to appropriate operations personnel.
16. Monitor, control, and introduce scheduled input to the UADPS-SP System. Receive, review, validate, and distribute all batch output from the computer, including the requisitions batch processed.
17. Perform preventive maintenance on the ADP equipment in the Division.
18. Perform microcomputer and office automation systems management within the Supply Directorate.
19. Provide technical assistance, training, and administrative support to users within the Supply Directorate.
20. Develop, maintain, refine, and monitor ADP systems required in support of Supply Directorate functions not within the scope of UADPS-SP; i.e., personal computer uses for information requirements not covered by UADPS-SP, or other specialized applications.
21. Prepare and maintain documentation on microcomputer applications.
22. Assist users to determine and recommend requirements for terminals and other on-line devices, including their locations within the Supply Directorate. Coordinate with the G-6 Directorate for acquisition, installation, and appropriate networking for on-line communication.
23. Develop, implement, and maintain prescribed terminal security guidelines to apply ADP security coverage within the Supply Directorate.
24. Conduct feasibility studies to determine requirements for office automation/microcomputer equipment in the Supply Directorate. Develop and submit documentation through proper channels for approval and acquisition of hardware and software.
25. Train and counsel end users and managers in microcomputer hardware, software, applications, usage, and potential. Assist end users in resolving problems.

26. Conduct management reviews of microcomputer and office automation systems to determine adequate and appropriate usage. Determine if system is suitable for current operations or if modifications are required.

27. Prepare and submit requests for ADP services when G-6 Directorate and/or DMC Jacksonville assistance is required.

28. Prepare and maintain Supply Directorate policy and procedural directives in support of microcomputer/office automation systems management.

9006. CUSTOMER SERVICE SUPPORT DIVISION. The mission of the Customer Service Support Division is to execute and maintain the effective requisition and control of equipment, material, and supplies.

9007. CUSTOMER ADVOCATE BRANCH. The mission of the Customer Advocate Branch is accomplished through assigned tasks to:

1. Administer on-line/off-line requisition support utilizing UADPS-SP or manual procedures.
2. Maintain direct liaison with on and off-station supported customers to monitor and coordinate high priority requirements.
3. Coordinate with Command and Station activities to support special program requirements; execute UADPS-SP processing and customer requirements pertaining to initial outfitting for deployments or other commitments.
4. Serve as the central coordination point for material support.
5. Provide technical guidance and maintain liaison with Retail Outlets, tenant commands both on and off station and other supported activities.
6. Assist supported activities in resolving material deficiencies via liaison with appropriate technical representatives (i.e., Contractor personnel, Government agencies).
7. Establish and maintain initial requisition logs for priority and emergency requisitions passed for off-line processing.
8. Perform technical research for identification, procurement, management, and inventory control of the material assets. Provide technical assistance services to supported customers.
9. Collaborate with the Inventory Control Points (ICPs) to identify/assign appropriate stock numbers to modified items for new configurations/requirements.
10. Maintain a complete technical library of catalogs and technical manuals published by the ICPs, technical Commands, and other DoD agencies.

11. Determine interchangeability of items and recommend substitute items in lieu of commercial procurement.
12. Develop and maintain a complete commercial procurement data file for items subject to procurement from commercial sources.
13. Assist Command and activities in the technical research/requisitioning of material. Substitute replacement items for new or modified equipment.
14. Assist supported activities in the identification of federal supply classifications and determination of material advice codes for which supply action is initiated.
15. Screen special outfitting for new unlisted equipment.
16. Edit and process follow-up on reports of technical discrepancies.
17. Procure technical publications and execute distribution to the Supply Directorate and other Command organizations.
18. Troubleshoot unresolved material discrepancies. Research, follow-up, and solve immediate requirements. Develop statistical data and submit reports depicting potential problems to management.
19. Research exceptions and make required corrections.
20. Provide shipment status to customers when requested.
21. Liaison with NAVAVNDEPOT on Supply Officer Manufacturing Requests (SOMRS). Prepare documentation and load records. Monitor for past due data.
22. Receive and coordinate redistribution orders from ICPs for material under their cognizance.
23. Receive, process, and return Material Obligation Validation (MOV) Listing to the cognizant ICP upon completion of validation.
24. Process monthly rescreen requisitions received from individual customers.

9008. RECEIVING/LOCAL DELIVERY BRANCH. The mission of the Receiving/Local Delivery Branch is accomplished through the receipt and delivery of material to appropriate Station, tenant, fleet, and other customers.

9009. RETAIL STORES BRANCH. The mission of the Retail Stores Branch is accomplished through assigned tasks to oversee/monitor the operation of the Main Servmart Store, as well as, other Retail Store operations.

9010. HAZARDOUS MATERIAL CONTROL CENTER. The mission of the Hazardous Material Control Center (HMCC) is accomplished through assigned tasks to:

1. Have a fully integrated Hazardous Material (HAZMAT) program at MCAS Cherry Point that is the focal point for all cradle-to-grave issues concerning HAZMAT management. This program includes:

- a. HAZMAT Servmart/Free-Issue Store
- b. Transportation Network
- c. Shelf-Life Management
- d. Customer Awareness/Training

2. HMCC will promote environmental protection and awareness throughout MCABE and provide policy for the attainment of environmental goals through reduction of hazardous materials and elimination of hazardous waste.

9011. DEPOT SUPPORT DIVISION. The mission of the Depot Support Division is accomplished through assigned tasks to:

1. Serve as specialists, consultants, and agents for special NAVAVNDEPOT material projects. Interpret and translate requirements into Directorate guidelines for the following programs:

- a. Standard Depot Level Maintenance
- b. Aircraft Modifications
- c. Repairable Component Rework/Repair

2. Coordinate and provide responsive supply action to ensure material availability to support planned programs.

3. Provide input for on-line data communication for requisition processing, control, and monitoring

4. Coordinate and initiate action to procure high priority items to support NAVAVNDEPOT

5. Direct programs and projects involving the Component Repair Program. Initiate action to ensure procurement and/or reservation of material. Direct supply actions to ensure requirements are immediately satisfied through stock issue, the supply distribution system or purchase. Establish and maintain controls to ensure timely receipt.

6. Participate in component rework conferences. Represent the Directorate in resources requirements for related support functions.

7. Collaborate with representatives from Fleet Commands, Tenant Commands, and Departments to satisfy deployment and program support dates.
8. Initiate action for technical material support requirements. Coordinate with the Contracting Department to procure directly from private contractors to satisfy scheduled aircraft support dates.
9. Review and analyze maintenance data, reports and production. Coordinate action to use maintenance resources to support aircraft operation and other priority requirements.
10. Direct and monitor management of "G" condition repairable components. Initiate action to requisition, expedite, receive and stow components and piece parts. Maintain constant surveillance over piece parts receipts and "G" condition reinductions.
11. Process Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions to move repairables to the NAVAVNDEPOT for repair or return. Monitor the output to ensure transactions are timely and accurate.
12. Monitor components which have been in repair for more than 30 days. Coordinate with NAVAVNDEPOT to clear the Aviation Repairable Investigative File.
13. Prepare repairable records indicating mismatched or unmatched transactions and any imbalance between the stock records and Aviation Repairable File.
14. Monitor receipts for repairables going to NAVAVNDEPOT for Engineering Investigation/Quality Deficiency Report. Maintain records of each assuring receipt on stock records in "L" condition. Transfer to appropriate condition after NAVAVNDEPOT decision.
15. Perform inventory management functions on Aviation Depot level Repairable (AVDLR) components by maintaining controls, issues and performing related stock record maintenance. Serve as a consultant on service projects involving AVDLR components and ensure their completion.

9012. STATION PROPERTY CONTROL DEPARTMENT. The mission of the Station Property Control Department is accomplished through assigned tasks to:

1. Provide consumer-level garrison property supply support for Station and Wing units. Provide semiannual reconciliation of minor garrison and plant property accounts, ensuring sound management and control.
2. Account for all minor/garrison and plant property.
3. Maintain accurate CMR records and CMR allowance levels. Initiate assignment of document numbers for procurement actions pertaining to commodity activities for all Station/Wing garrison and MILCON property.
4. Exercise complete administrative voucher authority for all garrison/minor property Station- wide to include Class III and IV plant property for MCAS Cherry Point.

5. Provide disposition instructions for commodity activities and adjust records as appropriate.
6. Plan, formulate, and recommend policy relating to all garrison/minor property and Class III and IV plant property record accounting. Recommend final action on minor plant property.
7. Monitor and record all money value gain/losses which may occur. Provide computer generated reports; and obtain authorized signature to certify voucher authority.
8. Provide the Station Supply Officer with the ability to review all modifications of allowances, priority approval, requests for investigations, turnover letters, Responsible Officer (R/O) letters of appointment, status of accounts, etc.

### 9013. CONTRACTING DEPARTMENT

1. Under the line authority of the Director of Supply, the Contracting Department performs the contractual responsibilities of a regional contracting office for MCABE and provides general policies, principles, and concepts in conformance with contracting regulations. (See figure 9-3 for organizational chart.)

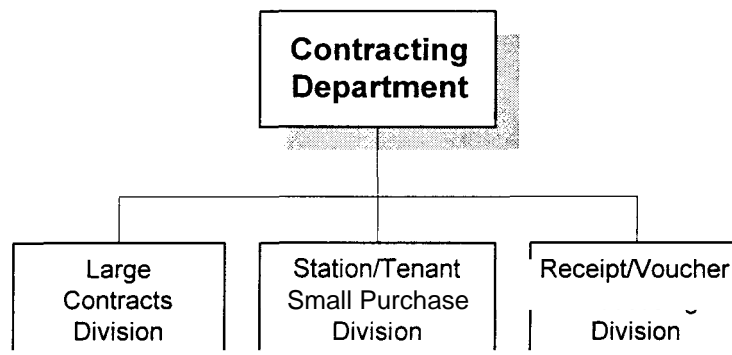


Figure 9-3.--Contracting Department Organizational Chart

2. The mission is accomplished through assigned tasks to:
  - a. Serve as the technical staff advisor to the CG, CO's of MCAS Beaufort, MCAS New River, MCAF Quantico and the Supply Officer on matters concerning contracting for supplies and services.
  - b. Determine and implement necessary procedures to ensure that payments are made within established time frames based on the Prompt Payment Act of 1989.
  - c. Determine purchase request distribution to ensure service needs are met within established HQMC time frames.
  - d. Maintain equitable distribution of business with small business interests to meet established small business goals set by HQMC and socioeconomic programs.



- e. Develop policy guidance in the implementation of the Government-wide Commercial Purchase Card Program.
- f. Submit reports and statistics to higher Commands on status of procurement work load, goals, objectives, and training.
- g. Obtain maximum use of excess exchange assets in the procurement of replacement items within prescribed DoD policy.
- h. Direct and coordinate broad comprehensive studies of procurement and contractual requirements established by higher authority. Plan and develop procedures to implement such requirements.
- i. Determine requirements and negotiate with technical supply managers and customers in executing the modification of contracts or other contractual actions in conformance with established policies and procedures.
- j. Serve as central coordination point with industry and maintain liaison with technical and procurement personnel in order to establish specific contracts. Acquaint contract suppliers with the Command's procurement policies, procedures, and methods.
- k. Maintain statistical or other required records of all purchase transactions. Prepare reports of all purchase actions.
- l. Maintain and update database for the Automation of Purchasing and Accounting Data Entry (APADE) system.
- m. Delegate procurement authority to other MCABE activities, provide policy guidance and perform oversight and compliance reviews.

9014. LARGE CONTRACTS DIVISION. The mission of the Large Contracts Division is accomplished through assigned tasks to:

1. Plan and administer the negotiation and award of formal contracts over \$100,000 in support of the activity mission.
2. Obtain necessary clearance from higher Commands in the formalization of contracts and purchase agreements; place agreements and orders.
3. Process claims resulting from contractor and supplier default and assist higher authority in the litigation, adjudication, and settlement.
4. Perform the contractual administration functions of the Command in support of mission assignment and contract actions. Administer an aggressive program to ensure conformance with the general policies, principles, and concepts of contract administration as set forth by the Command or higher authority.

5. Conduct continuous management reviews and investigate contractual problem areas, such as contractor performance, contract modifications, contract and supplier defaults. Provide workable solutions to such problems in order to ensure timely procurement and delivery of material in support of the Command's mission.
6. Negotiate contract terms and prices with contractors and suppliers. Determine requirements and formalize the contract method appropriate for the materials and services being obtained.
7. Participate in procurement planning conferences. Communicate and coordinate with Commands and cognizant management personnel in the development of procurement objectives and the preparation of advanced procurement plans for specific programs, projects, and requirements.
8. Monitor contracts. Perform contract administration functions, i.e., write modifications to contracts to extend delivery schedules, change appropriation data, and monitor contractor's performance.
9. Prepare and issue solicitation and contractual documents and effect proper distribution of contracts. Open proposals and conduct public bid openings. Prepare negotiation memorandums, business clearances, justifications and approvals, and correspondence for formal contracts.

9015. STATION/TENANT SMALL PURCHASE DIVISION. The mission of the Small Purchase Division is to support all customers, and is accomplished through assigned tasks to:

1. Direct, administer, and perform the buying and ordering functions for purchases of nonstandard and stock numbered items and maintenance service requirements with an estimated value of less than \$100,000 in accordance with existing directives and regulations set by higher authority.
2. Review purchase requests and determine if technical or non-technical material is required. Collaborate with customers and manufacturers to determine if a standard product can be modified to meet material requirements in lieu of purchase. Determines applicable sources and methods of procurement of both technical and non-technical material.
3. Process simplified acquisitions via a variety of procurement methods i.e., Purchase Orders, Blanket Purchase Orders (BPO), Government-wide Commercial Purchase Card, and delivery orders under various contracts up to the maximum order limitation of the contract.
4. Evaluate and analyze quotations and recommend or make awards.
5. Maintain liaison with customers; ensure that award prices, contracts and others are authorized and obligated by the cognizant fund administrator.
6. Prepare and issue modifications to orders as required. Maintains records of all actions taken on orders that require modification. Resolve discrepancies involving contractors deliveries or prices. Solve any problems that arise after the contract has been awarded that require a change to the purchase order as identified by Receipt/Voucher Processing Division personnel, contractors, and/or customers.

7. Maintain federal supply schedules, commercial catalogs, price lists and other descriptive catalogs and publications required in the buying and ordering of material.

9016. RECEIPT/VOUCHER PROCESSING DIVISION. The mission of the Receipt/Voucher Processing Division is accomplished through assigned tasks to:

1. Direct and administer the verification of incoming receipts.
2. Receive and edit material receipt documentation for incoming receipts to effect delivery to the appropriate storage site or customer.
3. Ensure material received is the material defined in the contract or other acknowledged receipt documentation.
4. Process invoices for payment and forward all required documentation to the appropriate Defense Finance and Accounting Service Center.
5. Ensure that discounts are taken and prompt payment regulations are followed.
6. Perform follow-up on overdue material.
7. Administer the Government-wide Commercial Purchase Card Program.

9017. FOOD SERVICE DEPARTMENT

1. Under the line authority of the Director of Supply, the Food Service Department plans, directs, and administers the Food Service Program. (See figure 9-4 for organizational chart.)

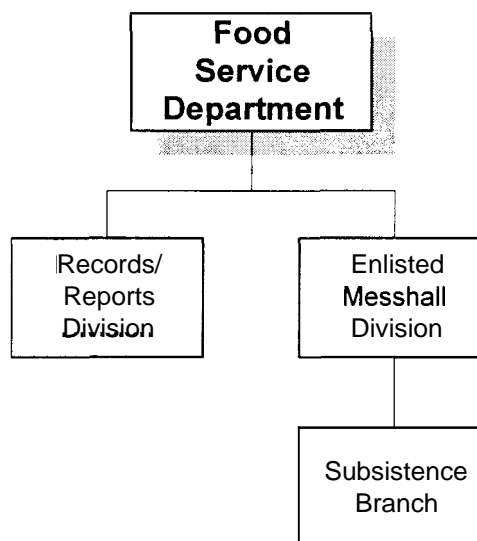


Figure 9-4.--- Food Service Department Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Ensure the efficient and effective use of manpower, material, and financial resources to produce the highest standards of food and food service.
- b. Provide for the preparation and service of daily allowance of food and a well balanced diet, as authorized by law, for military personnel of the Command.
- c. Provide adequate and efficient Mess Hall facilities and equipment capable of offering cafeteria style service with multi-entree choices, fast food, and regular meals.
- d. Conduct viable research, development, and testing programs to provide innovations in food nutrition, nutrition education, and feeding system.
- e. Improve uniform application of food service training and career incentives.
- f. Exchange, search, and collect new ideas regarding food service for submission to HQMC for possible adoption and dissemination to all Marine Corps activities that operate a Mess Hall.
- g. Coordinate the activities of Food management Teams when they visit MCABE Mess Hall facilities.
- h. Advise the Resident Officer-in-Charge of Construction and/or Facilities Maintenance Officer on the functional layout of equipment for new construction of Mess Hall facilities.
- i. Prepare and publish menus approved by the Menu Planning Board.
- j. Periodically visit and provide support to all MCABE Mess Hall facilities.
- k. Monitor the Civilian Mess Contractor's performance aboard MCAS Cherry Point, using the Quality Assurance Surveillance Plan (QASP).

9018. RECORDS/REPORTS DIVISION. The mission of the Records/Reports Division is accomplished through assigned tasks to:

1. Review the activities program documents (i.e., operational plans, financial plans, budget, etc.) to determine if food service requirements have been included.
2. Administer the Military Personnel Marine Corps Project 31 (Subsistence-In-Kind) funds at installations where there is a subsistence stock account.
3. Assist each Mess Hall in establishing a component issue factor to meet requirements of the facility.
4. Responsible for food service management discipline with special emphasis on the quantity of prepared foods and improved merchandising of food items.

5. Evaluate the practical application of food service techniques learned through technical and formal training.
6. Maintain financial status of the individual Mess Halls for the Consolidated Food Service System.
7. Prepare the Subsistence Operational Analyses Report and all related documents for submission to HQMC.
8. Collect, deposit, and sustain records of all paid supernumerary monies for Station and outlying fields.
9. Maintain records of all flight meals sold or issued at government expense; prepare required flight meal certificates. Deposit all monies received from the sale of flight meals.
10. Prepare consolidated cost analyses and mandate analyses fed reports.
11. Verify true bills and direct vendor bills and prepare a monthly monetary status report.
12. Responsible for the efficient and effective operation of the Food Service Property Office and warehouse.
13. Budget and requisition for garrison-type food service property and equipment required for the Food Service Program.
14. Maintain records of issued and received occupational clothing for all the Mess Halls in the MCAS Consolidated Food Service Program.

9019. ENLISTED MESS HALL DIVISION. The mission of the Enlisted Mess Hall Division is accomplished through assigned tasks to:

1. Prepare and serve the daily allowance of food in a well balanced diet, as authorized by law, for military personnel of the Command.
2. Prepare flight rations and emergency rations for all authorized flights and emergency situations.
3. Prepare a daily man-days fed report to account for all categories of personnel fed at the Mess Hall.
4. Requisition daily requirements of perishable and nonperishable stores, use the Marine Corps Food Management Information System to track the amount of stores received, issued, and quantity on hand.
5. Requisition, receive, store, issue, and maintain proper care of Mess Hall property.
6. Ensure that every precaution is taken to prevent contamination of food. Carefully inspect all food before it is prepared or served.

7. Prepare meats, vegetables, and pastries to meet the daily requirements of the Mess Hall.
8. Inspect the Mess Hall daily to ensure that a good state of cleanliness is maintained.
9. Collect monies daily from appointed cashiers for sale of meals at the Mess Hall

9020. SUBSISTENCE BRANCH. The mission of the Subsistence Branch is accomplished through assigned tasks to:

1. Administer the Subsistence Program in support of Food Service operations.
2. Develop and submit the material budget requirements for the Marine Corps Stock Fund Account.
3. Store, issue, and transfer items of subsistence required for Mess Hall patrons and for other authorized customers. Prepare reports and monthly returns on subsistence items to appropriate higher authority.
4. Maintain accountability on all subsistence items, procure perishable and nonperishable stores, perform inventory functions, maintain necessary records, and prepare reports incident to the issuance and transfer of subsistence stores to authorized customers.
5. Project requirements based upon input from the Food Service Officer

9021. FUEL DEPARTMENT

1. Under the line authority of the Director of Supply, the Fuel Department plans, directs, and administers the Fuel Management Program for the Command; plans and determines requirements; maintains facilities equipment and allied resources necessary for the receipt, storage, handling and dispensing of petroleum, oil, and lubricants (POL); and other fuel commodities. (See figure 9-5 for organizational chart.)

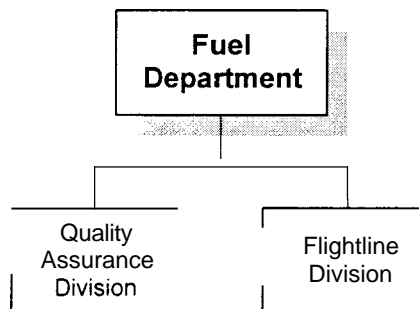


Figure 9-5.--Fuel Department Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Operate high speed, rapid jet system for flight line refueling of operational aircraft. Transfer fuel from dry storage tanks directly to aircraft refueling pumps.
- b. Operate an aircraft refueling/defueling truck system to dispense and issue fuel to operational aircraft.
- c. Perform minor maintenance on the fuel distribution and storage system.
- d. Determine requirements; provide inspection and quality control services for assigned facilities and fuel products.
- e. Administer the Command's Inventory Control Program for POL and other fuel commodities. Perform all documentation and accounting related to the receipt, storage, and issue functions.
- f. Determine and consolidate requirements for stocking levels based on frequency of demand, type of operational aircraft within the Command and input from operational squadrons.
- g. Maintain daily inventory records of products carried. Compile statistics, prepares reports, and performs other related inventory management functions.
- h. Initiate requests for replenishment of JP5 jet fuel, unleaded gas, diesel fuel, kerosene, fuel oils #2 and #6. Schedule their delivery.
- i. Validate receipt and issue documents; forward them to the Station Support Department for financial recording and reporting.

9022. QUALITY ASSURANCE DIVISION. The mission of the Quality Assurance Division is accomplished through assigned tasks to:

- 1. Administer and perform the Quality Control Program for aviation and ground fuels provided to the Command.
- 2. Conduct testing of aviation fuels for all air stations within the MCABE.
- 3. Inspect and maintain continuing surveillance over the physical plants and all related input and output.
- 4. Perform and maintain responsibility for gauging and sampling of aviation and ground fuel products in consonance with the specifications from higher authority.
- 5. Inspect handling functions and operations to ensure product quality is maintained through receipt, storage, transfer and issue.
- 6. Survey government owned conveyances to ensure proper handling of products and proper operation of equipment.

7. Conduct quality control inspections of organizations and components of the Command and satellite activities.
8. Provide on-the-job and formal classroom training in the handling of fuel; instruct personnel in quality control procedures related to the performance of fuel functions.

9023. FLIGHTLINE DIVISION. The mission of the Flightline Division is accomplished through assigned tasks to:

1. Operate an aircraft refueling system for dispensing fuel to operational aircraft.
2. Provide refueling facilities for the Station to include tenant activities and transient aircraft.
3. Operate in compliance with safety standards established by the Command or directed by higher authority.
4. Provide facilities for indoctrination or training of operating level personnel as required.

9024. TRAFFIC MANAGEMENT DEPARTMENT

1. Under the line authority of the Director of Supply, the Traffic Management Department directs and administers the Personal Property, Passenger Transportation, and related Quality Assurance functions for the Command. (See figure 9-6 for organizational chart.)

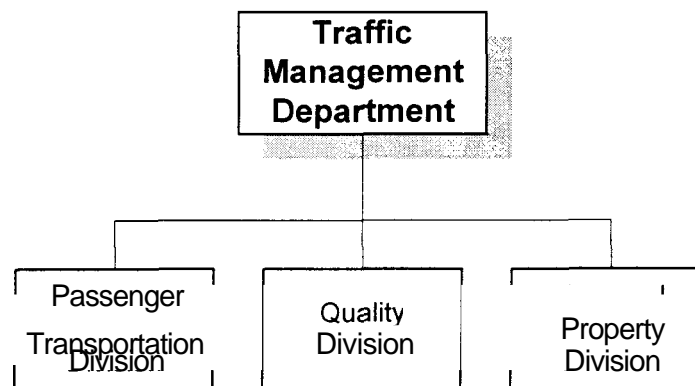


Figure 9-6.--Traffic Management Department Organizational Chart

2. The mission is accomplished through assigned tasks to:
  - a. Ensure each authorized active duty and DoD civilian member is counseled on all entitlements, arrange for the shipment, storage and receipt of personal property, and assist the member in filing a claim when necessary.



b. Ensure at least 50 percent of all shipments and 100 percent of designated shipments are inspected for proper packing, pickup and delivery procedures, maintain carrier performance data, provide tracing services and statistical research data when requested.

c. Arrange for transportation of all authorized passengers to include reservations, ticketing and billing for air, bus, rail, and rental car.

d. Provide bluebark services for the commands of deceased members which includes arranging for shipment of personal property and transportation of human remains and escorts.

9025. PASSENGER TRANSPORTATION DIVISION. The mission of the Passenger Transportation Division is accomplished through assigned tasks to:

1. Direct and administer the Passenger Transportation Program for the Command to service all authorized passengers.
2. Arrange for the transportation of bluebark (human remains) shipments and escorts.
3. Furnish transportation orders and meal tickets (when necessary) for authorized military personnel and DoD civilians. Prepare itineraries. Make reservations incident to traveling when required; compute distances; arrange for routing and facilities for troop movements via rail, commercial air, or bus.
4. Provide information and guidance to unit administrative personnel concerning port calls in accordance with current directives.
5. Request individual reservations for Quota Serial Numbers (when required) assigned to the 2d MAW and MCAS Cherry Point.
6. Initiate reservations and provide tickets for military personnel and their dependents for tours of duty overseas.
7. Authorize commercial transportation when government air is not available during required time of travel or to locations not served by the Air Mobility Command (AMC).
8. Manage the processing, control, and issuance of Passports and Visa's for official travel.

9026. QUALITY DIVISION. The mission of the Quality Division is accomplished through assigned tasks to:

1. Manage the carrier performance program.
2. Evaluate carrier selection and adhere to DoD personal property transportation directives.
3. Provide tracer services for inbound shipments and as required for all other shipments.

4. Inspect at least 50 percent inbound and outbound and 100 percent of designated shipments to ensure proper packing/unpacking and pickup/delivery procedures are used for all types of personal property shipments including mobile homes and vehicles.

9027. PERSONAL PROPERTY DIVISION. The mission of the Personal Property Division is accomplished through assigned tasks to:

1. Direct and administer the Personal Property Program for the Command to service authorized active duty and DoD civilian members.
2. Determine requirements and entitlements for shipment of household goods, personal effects, private automobiles, and house trailers through use of counselors and directives. Assist members in exercising an alternate method of transportation by use of rental equipment (Do It Yourself Move process) or by use of privately owned conveyance.
3. Determine requirements and entitlements to provide storage in transit (SIT) or non-temporary storage of household goods and personal effects through the use of personal property counselors and current directives.
4. Arrange for pickup, delivery, and storage when necessary of all shipments and maintain necessary supporting records/documentation.
5. Provide on-site liaison when necessary with customers and contracted carriers during the move.
6. Provide assistance in filing reimbursement claims for damages to household goods, personal effects, vehicles, and mobile homes.
7. Audit invoices for services rendered by household goods contractors and provide certification for payment.

9028. ORDNANCE DEPARTMENT

1. Under the line authority of the Director of Supply, the Station Ordnance Department supervises the operations and related activities involving the procurement, storage, maintenance, and issue of Class V material authorized for Station support of fleet units and tenant activities. (See figure 9-7 for organizational chart.)
2. The mission is accomplished through assigned tasks to:
  - a. Perform all functions within the scope of the Department's purview.
  - b. Act as technical advisor with respect to ordnance matters to COMCABEAST/CG MCAS Cherry Point.

- c. Assist the Department of Safety and Standardization in the monitoring of the Air Station's Explosive Safety Program.
- d. Serve as a member of the Air Station's Joint Aviation Ordnance Quality Management Board (QMB).
- e. Serve as the technical authority for all matters relating to the Hazards of Electromagnetic Radiation to Ordnance aboard the Air Station.

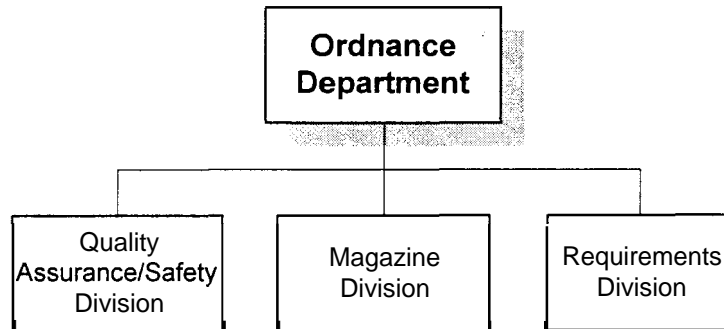


Figure 9-7.--Ordnance Department Organizational Chart

9029. QUALITY ASSURANCE DIVISION. The mission of the Quality Assurance/Safety Division is accomplished through assigned tasks to:

1. Monitor and enforce the compliance of all safety procedures and precautions within Station Ordnance.
2. Monitor the requirements of the magazine lock and key custodial control program.
3. Perform monthly inspections of all storage facilities within Station Ordnance.
4. Establish and maintain a training program for Station Ordnance personnel, both PME and MOS related.
5. Establish a program to certify all shipments of ammunition and/or explosives on or off-station; to include the certification of "EMPTY" containers.
6. Monitor the safety training of personnel.
7. Maintain the Technical Publications Library for the Ordnance Department.
8. Establish and maintain the ammunition, arms, and explosives programs as per applicable directives.

9030. MAGAZINE DIVISION. The mission of the Magazine Division is accomplished through assigned tasks in support of ammunition receipt, storage, inventory, issue, and shipping. Maintenance functions are accomplished through assigned tasks to:

1. Ensure the proper security of all Class V material stored within the Station Ordnance Magazine Area.
2. Review daily message traffic for action items specifically affecting the handling and/or storage of Class V material.
3. Provide associated maintenance support for ammunition storage areas and facilities.

9031. REQUIREMENTS DIVISION. The mission of the Requirements Branch is accomplished through assigned Ammunition Stock Recording tasks to:

1. Requisition Class V material, maintain high/low stocking level of ammunition load plan and initiate disposal actions of all material under the cognizance of the Station Ordnance Department.
2. Provide timely submission of all requisitions, reports, and operational messages such as Ammunition Transaction Reports (ATRs), Defense Automatic Addressing System (DAAS) reports and Notice of Ammunition Reclassification (NAR) response messages.
3. Ensure compliance of applicable directives when ammunition is received at or shipped from MCAS Cherry Point.
4. Act as liaison between Station Ordnance and the Traffic Management Office (TMO) and the DLA receiving/shipping office.
5. Coordinate the management and use of the Retail Ordnance Logistics Management System (ROLMS) with the Crane, Indiana technical agent.
6. Ensure inventories are conducted in accordance with applicable directives.

# MCAS CHERPT MAN ORG

## CHAPTER 10

### COMPTROLLER

	<u>PARAGRAPH</u>	<u>PAGE</u>
COMPTROLLER .....	10000	10-3
BUDGET AND PROGRESS ANALYSIS DEPARTMENT .....	10001	10-4
FINANCIAL SERVICES DEPARTMENT .....	10002	10-5
RESOURCE EVALUATIONAND ANALYSIS DIVISION .....	10003	10-5
MANAGERIAL ACCOUNTING DIVISION .....	10004	10-6
PAYROLL DIVISION .....	10005	10-7
TRAVEL DIVISION .....	10006	10-8
FINANCE OFFICE .....	10007	10-9
PAY SECTION .....	10008	10-9
TRAVEL SECTION .....	10009	10-10
INTERNAL CONTROLS/OPERATIONS SECTION .....	10010	10-10
FISCAL SECTION .....	10011	10-10
ADMINISTRATIVE SECTION .....	10012	10-11

### FIGURE

10-1	COMPTROLLER ORGANIZATIONAL CHART .....	10-3
10-2	FINANCIAL SERVICES DEPARTMENT ORGANIZATIONAL CHART .....	10-5
10-3	FINANCE OFFICE ORGANIZATIONAL CHART .....	10-9

CHAPTER 10

COMPTROLLER

10000. COMPTROLLER

1. Under the line authority of the Chief of Staff, the Comptroller advises and assists COMCABEAST/CG MCAS Cherry Point, in the management and execution of financial affairs and transactions. (See figure 10-1 for organizational chart.)

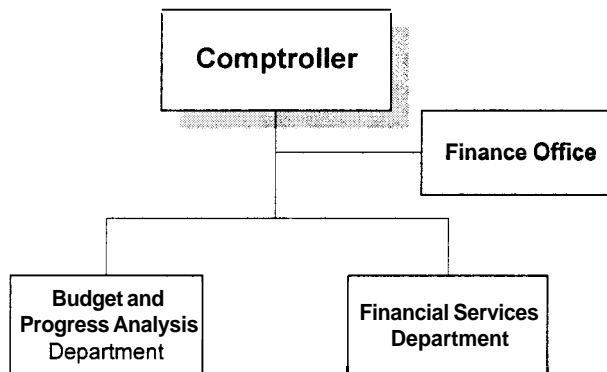


Figure 10-1.--Comptroller Organizational Chart

2. The mission is accomplished through assigned tasks to:

- a. Translate financial requirements into a fiscal plan and extract, from this plan, the necessary information to formulate the activity budget.
- b. Develop and monitor data collection systems to ensure actual program performance adheres to the financial plan and analyze any variances observed.
- c. Make necessary decisions and program adjustments for sound fiscal program performance and recommend financial management policies pertinent to the application or execution of these policies.
- d. Coordinate, apply, and execute policies, established by higher authority, involving financial system procedures.
- e. Plan, direct, supervise, and exercise line management control of the Finance Office and the Financial Services Department and Budget and Progress Analysis Department.
- f. Direct a comprehensive program for review of HQMC designated nonappropriated fund (NAF) activities.
- g. Conduct liaison with the designated civilian payroll servicing center for the Command and individual employees.

- h. Supervise and perform data entry services for the civilian payroll.
- i. Perform time and leave accounting using source data equipment.
- j. Report costs incurred at the job order level for maintenance, administration and transportation.
- k. Advise and assist the CG, through the C/S, in maintaining an effective management control system that provides factual data necessary to essential financial management of appropriated and NAF activities.
- l. Perform miscellaneous collections and disbursements and process military paychecks.
- m. Manage the command Defense Regional Interservice Support Program (DRIS) and serve as the Interservice Support Coordinator.
- n. Coordinate the MCABE Management Control Program.

#### 10001. BUDGET AND PROGRESS ANALYSIS DEPARTMENT

1. Under the line authority of the Comptroller, the Budget and Progress Analysis Department develops and maintains a program for the measurement of financial status, and analyzes performance variances with budget plans, schedules, and trends, from which financial adjustments are effected.
2. The mission is accomplished through assigned tasks to:
  - a. Perform budget formulation and execution functions and progress analysis functions for MCABE and MCAS Cherry Point.
  - b. Prepare instructions for the preparation of the annual budget, review and justify requirements for funding, and compile the budget.
  - c. Recommend distribution of funds and monitor the execution of funded programs.
  - d. Review requirements for resources and justification of the various programs.
  - e. Determine the propriety of charges to various funds.
  - f. Develop and maintain a reporting system for the measurement and analysis of performance, program status, and trends against approved programs, budget plans, and schedules. Variances are reported from the financial plan to the Comptroller and to responsible levels of command.
  - g. Prepare periodic progress reports and special statistical data as required.
  - h. Analyze all variances from the budget plan.

- i. Initiate action to adjust financial plans to available funds.
- j. Develop reimbursement schedules for support provided to tenant commands.
- k. Originate and develop inter/intra-service support agreements (ISA's), Memoranda of Understanding, Memoranda of Agreement, Letters of Agreement, and Logistic Support Plans with necessary documentation and economical analysis and forward to appropriate commands and headquarters.
- l. Provide technical expertise for the Joint Interservice Resource Study Group (JIRSG); participate as an active member of the JIRSG geographic area, Raleigh, NC, for the purpose of conducting in-depth studies and economic analysis of DRIS.

10002. FINANCIAL SERVICES DEPARTMENT. Under the line authority of the Comptroller, the mission of the Financial Services Department (see figure 10-2 for organizational chart) is accomplished through assigned tasks to direct, coordinate and monitor the operations of the following divisions:

1. Resource Evaluation and Analysis (REA)
2. Managerial Accounting
3. Payroll
4. Travel

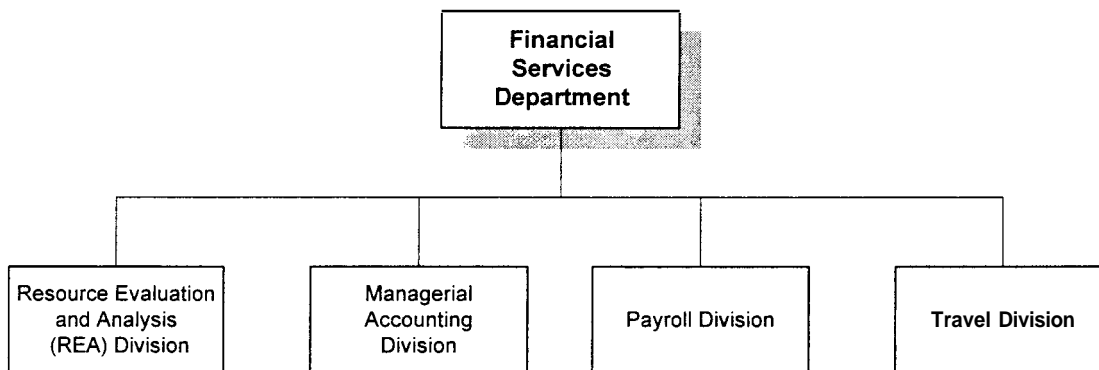


Figure 10-2.--Financial Services Department Organizational Chart

10003. RESOURCE EVALUATION AND ANALYSIS DIVISION.

1. Under the line of authority of the Financial Services Department the Resource Evaluation and Analysis (REA) Division will perform comprehensive reviews of appropriated and NAF activities to provide the command with independent, objective, and constructive appraisals of the effectiveness and efficiency with which financial responsibilities of MCAS Cherry Point, and subordinate command elements are being performed.



2. Promptly detect and correct troublesome and unsatisfactory conditions in connection with established financial practices, procedures, records, accounting systems, statements, and reports.
3. Review areas as directed by the command, including but not limited to the following:
  - a. Budget formulation and execution
  - b. Progress analysis
  - c. Resources management
  - d. Cost, inventory control, and plant property accounting
  - e. Time keeping and payroll
  - f. Financial management systems including ADP applications, comptroller organization, and working conditions relative to space, work flow, and performance.
  - g. Comptroller organization interrelationships with other station departments and activities including solving budget problems, reconciling records maintained in other departments with official accounting records, and eliminating duplicate financial record keeping efforts.
4. Coordinate, follow-up, and render assistance in correcting deficiencies which are revealed in audits of the Government Accounting Office (GAO), the Defense Audit Service, the Naval Audit Service, or by reports analysis, observation, or other means.
5. Perform internal reviews of NAFIs. The REA Division will be assigned one Marine Corps NAF Auditor (MOS 3410 Auditing Officer). These assignments will be controlled and administered by HQMC (Code FDR). The primary purpose of the NAF Specialist is for command review of NAFs. Although the NAF Specialist's expertise is in the NAF area, they may perform reviews in areas outside NAF.
6. Coordinate the MCABE Management Control Program.

#### 10004. MANAGERIAL ACCOUNTING DIVISION

1. Under the line authority of the Financial Services Department, the Managerial Accounting Division provides managerial accounting support to the financial managers of the command and conducts liaison with the Defense Finance Accounting Service (DFAS).
2. The mission of the Managerial Accounting Division is accomplished through assigned tasks to:
  - a. Determine propriety of charges, consistent with purpose, to various station funds and accounting classifications.
  - b. Conduct liaison with DFAS on accounting matters.

- c. Analyze accounting reports and provide management with summarized reports, analysis, trends, conclusions, and recommendations.
- d. Maintain technical supervision over all cost accounting procedures relating to controlled maintenance of public works and public utilities programs.
- e. Initiate trouble reports to DFAS and monitor corrective action.
- f. Train and assist fund administrators in financial matters.
- g. Review outstanding unfilled orders and accounts payable, commitments, obligations, and initiate follow-up action when required.
- h. Review and verify accounting entries for validity, accuracy, and initiate corrective action when required.
- i. Provide coordination, oversight and liaison to ensure that MCABE financial statements and reports are materially correct and are a sufficient basis upon which the CG can certify command financial position and operating results to higher headquarters.

#### 10005. PAYROLL DIVISION

1. Under the line authority of the Financial Services Department, the Payroll Division services approximately 1200 highly diversified accounts.
2. The mission is accomplished through assigned tasks to:
  - a. Service large blocks of accounts for an occupationally diversified work force with many combinations of unusual working hours and pay circumstances.
  - b. Analyze actual work situations authorized for payment to include differentials which apply and the effect on entitlements and benefits. Type of accounts vary according to pay group, such as; General Schedule (GS), Wage Grade (WG), Engineers, Air Traffic Controllers, Fire fighters, Part-time, etc.
  - c. If applicable, input Time and Attendance (T/A) and changes to work schedules into the DCPS/PC or Source Data Automation using appropriate pay/leave codes.
  - d. Research, correct, and reprocess all T/A exceptions after the first pass of the payroll validation, utilizing three (3) Data Entry Point (DEP) reports:
    - (1) Control of Hours
    - (2) Invalid Hours
    - (3) Missing T/A

- e. Perform a post audit of all T/A paid using the DCPS line audit screen.
- f. Input all retroactive leave corrections into the DCPS.
- g. Input changes to Master Employee Records such as, Savings Bonds, Charities, Allotments, Direct Deposits, Address Changes, Taxes, etc.
- h. Perform liaison functions with the designated payroll office for the command and the individual employees.
- i. Reconcile undistributed labor costs.

#### 10006. TRAVEL DIVISION

1. Under the line authority of the Financial Services Department, the Travel Division provides services to the Command related to execution of the Command travel budget, control of travel costs and coordination of the government travel charge card program.
2. The mission is accomplished through assigned tasks to:
  - a. Receive and process a varied number of accounting documents pertaining to transportation requests for travel.
  - b. Examine accounting documents and ensure that each has appropriate approvals, correct data, and proper appropriation citation.
  - c. Verify availability of funds by account and obligate necessary dollar amount. Contact budget office for approval of additional funds, if necessary. Contact requesting office to clarify incorrect or questionable data, or to secure amendments to documents.
  - d. Perform monthly reconciliation of outstanding travel and transportation documents. Research transactions and document history files for information necessary to initiate adjustments. Prepare necessary documents to effect adjustment.
  - e. Respond to customer inquiries and explain information and procedures either orally or in writing.
  - f. Prepare travel orders and related documents.
  - g. Estimate travel costs for obligation and cost control purposes.
  - h. Implement Command travel policy.
  - i. Coordinate government charge card program.

**10007. FINANCE OFFICE**

1. Under the line authority of the Comptroller, the Finance Office makes all disbursements for military payroll and travel vouchers through the Defense Finance and Accounting Service. (See figure 10-3 for organizational chart.)

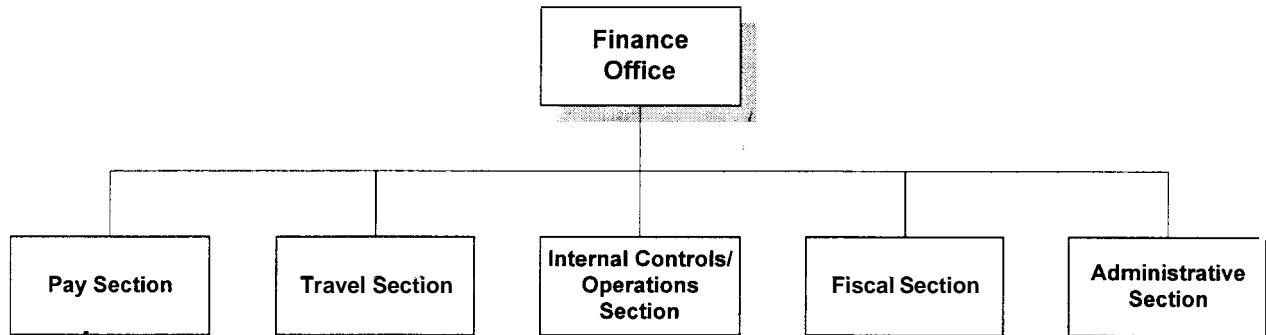


Figure 10-3.--Finance Office Organizational Chart

2. The mission of the Finance Office is accomplished through assigned tasks in separate sections:
- a. Pay Section
  - b. Travel Section
  - c. Internal Controls/Operations Section
  - d. Fiscal Section
  - e. Administrative Section

**10008. PAY SECTION.** The mission of the Pay Section is accomplished through assigned tasks to:

1. Receive all incoming pay related documents and enter them into the white work tracking system.
2. Compute all pay related payments/process all pay related disbursing diary entries.
3. Input all bonds and allotments for military personnel.
4. Monitor the system/LESSs.
5. Forward all information, as required, regarding Retiree and Annuitant accounts to retired military personnel.
6. Log out all types of correspondence and checks that leave the office.

10009. TRAVEL SECTION. The mission of the Travel Section is accomplished through assigned tasks to:

1. Receive all incoming documents for travel and enter them into the Integrated Automated Travel System (IATS).
2. Compute all military and civilian TAD/PCS travel claims.
3. Process all travel claims requiring travel advances (produce the advance).
4. Process payments for Do-It-Yourself-Moves.
5. Process all pay checkages for nonpayment of debts, etc., by service members.
6. Submit claims involving any doubtful entitlements to the Defense Finance and Accounting Service, Kansas City, MO, or the GAO.
7. Process all pay/travel related documents for discharged/retiring military personnel.
8. Log out all types of correspondence and checks that leave the office.

10010. INTERNAL CONTROLS/OPERATIONS SECTION. The mission of the Internal Controls/Operations Section is accomplished through assigned tasks to:

1. Maintain a roster of and update as required all personnel requiring Electronic Signatures (ELSIGS), etc., and bond and allotment preparer/certifier ELSIGS.
2. Monitor the system for all system errors.
3. Audit any/all aspects of pay/travel, etc., when required by the Finance Officer.
4. Coordinate, monitor and/or produce all training and education necessary for disbursing personnel.
5. Maintain mail and file area to include making daily mail/correspondence runs for the Finance Office.

10011. FISCAL SECTION. The mission of the Fiscal Section is accomplished through assigned tasks to:

1. Receive cash and collections from designated collection agents and make deposits as necessary.
2. On a daily basis, receive from the Pay and Travel sections all travel and pay data and produce checks.

3. Oversee all payday input and check production as required on scheduled paydays
4. Prepare and maintain SF1081 and SF1165 for the Finance Office.

10012. ADMINISTRATIVE SECTION. The mission of the Administrative Section is accomplished through assigned tasks to:

1. Maintain files and directives as required by appropriate directives.
2. Maintain and update files of personnel authorized to pick up checks, sign by direction pay related documents and direct payments.
3. Process all correspondence as necessary.
4. Provide liaison with all supported units.
5. Provide guidance and direction to the Finance Office and its personnel in support of the Station, 2d MAW, NAVAVNDEPOT, etc.
6. Process all incoming/outgoing mail for the Finance Office.

# MCAS CHERPT MAN ORG

## CHAPTER 11

### TELECOMMUNICATIONS AND INFORMATION SYSTEMS DIRECTORATE G-6

	<u>PARAGRAPH</u>	<u>PAGE</u>
DIRECTOR, TELECOMMUNICATIONS AND INFORMATION SYSTEMS DIRECTORATE G-6 .....	11000	11-3
RESOURCES DEPARTMENT .....	11001	11-4
DEFENSE MESSAGE SYSTEM (DMS) AND LOCAL CONTROL CENTER (LCC) DEPARTMENT .....	11002	11-6
COMMUNICATION CENTER DIVISION .....	11003	11-9
WATCH BRANCH 1 .....	11004	11-9
WATCH BRANCH 2 .....	11005	11-10
WATCH BRANCH 3 .....	11006	11-10
NETWORKING DEPARTMENT .....	11007	11-10
PERSONNEL COMPUTER (PC)/APPLICATIONS SUPPORT DEPARTMENT	11008	11-12
TELECOMMUNICATIONS AND MAINTENANCE DEPARTMENT .....	11009	11-14
PLANT OPERATIONS DIVISION .....	11010	11-15
OUTSIDE PLANT DIVISION .....	11011	11-16
CABLE SYSTEMS BRANCH .....	11012	11-16
TELEPHONE BRANCH .....	11013	11-16
SWITCHING SYSTEMS DIVISION .....	11014	11-17
SWITCHBOARD BRANCH .....	11015	11-17
COMMUNICATIONS-ELECTRONICS MAINTENANCE DIVISION .....	11016	11-17

FIGURE

11-1	TELECOMMUNICATIONS AND INFORMATION SYSTEMS DIRECTORATE G-6 ORGANIZATIONAL CHART .....	11-3
11-2	DMS/LCC DEPARTMENT ORGANIZATIONAL CHART .....	11-6
11-3	TELECOMMUNICATIONS AND MAINTENANCE DEPARTMENT ORGANIZATIONAL CHART .....	11-14



CHAPTER 11

TELECOMMUNICATIONS AND INFORMATION SYSTEMS DIRECTORATE  
G-6

11000. DIRECTOR, TELECOMMUNICATIONS AND INFORMATION SYSTEMS DIRECTORATE G-6

1. Under the line authority of the C/S, the Director of G-6 advises and assists the COMCABEAST/CG MCAS Cherry Point, in the management of telecommunications and information systems support, including computer data processing, voice/data telecommunications and networking, electronics maintenance, and defense messaging. (See Figure 11-1 for organizational chart.)

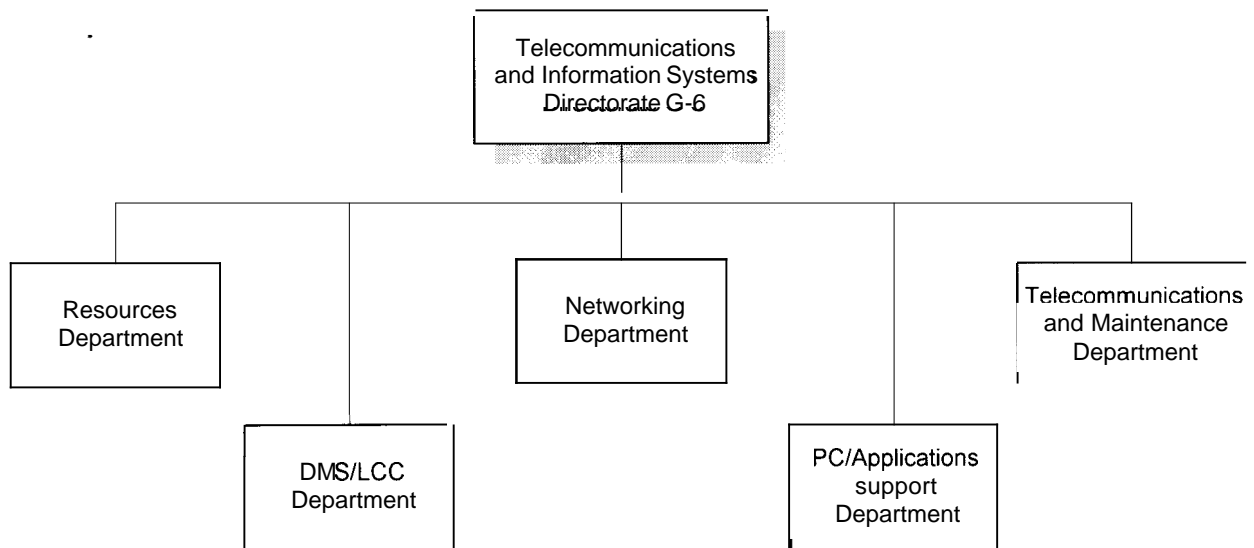


Figure 11-1.--Telecommunications and Information Systems Directorate G-6  
Organizational Chart

2. The mission is accomplished through the assigned tasks to:

- a. Provide executive directional and technical supervision in varying degrees to the staff of the G-6.
- b. Act as the principle advisor to the COMCABEAST/CG MCAS Cherry Point in matters pertaining to Information Technology (IT).
- c. Coordinate the development of the total IT Program for the Command including total resource planning and budgeting.
- d. Represent COMCABEAST in conferences at HQMC and Naval commands in developing IT policy in both the near and long term.

e. Provide IT equipment and services contract support, as required, for command and tenant activities.

f. Develop command procedures and directives for accomplishment of IT programs and applications.

g. Coordinate the design and development of integrated IT systems involving departments of the Command and tenant activities.

h. Provide computer system support for small system requirements of MCAS Cherry Point and tenant activities.

i. Operate and maintain the commercial telephone switching equipment, digital data communications equipment, and other associated telecommunications equipment to support wire and wireless voice/data communication requirements of MCAS Cherry Point and tenant activities.

j. Operate and maintain the Message Distribution Terminal (MDT), Message Distribution Unit (MDU), Gateguard, and Message Distribution System (MDS) to support processing and handling of all incoming/outgoing Automatic Digital Network (AUTODIN) message traffic.

k. Coordinate the planning, development, and implementation of management systems having IT application.

l. Provide IT operating services to meet assigned requirements.

m. Provide technical assistance in determining the utilization of IT

n. Assist customers in the conduct of pilot installation of new IT systems as required.

o. Provide assistance in determining and evaluating technical training to meet IT user requirements for MCAS Cherry Point and tenant activities.

p. Provide technical consultative assistance to customer departments and activities in identifying and defining IT problems.

q. Research and evaluate new developments in IT equipment, systems, techniques, and plans for projected requirements.

r. Coordinate the development and maintenance of an Information Systems Security Program for MCABE/MCAS Cherry Point.

#### 11001. RESOURCES DEPARTMENT

1. The Resources Department is responsible for providing a wide range of administrative support activities. The department coordinates procurement/contract activities, manages budgetary and financial matters, manages/facilitates personnel/manpower management, coordinates the training

program, conducts management analysis, provides special project services, manages facilities, and ensures compliance with environmental laws and regulations.

2. The mission of the Resources Department is accomplished through the assigned tasks to:

- a. Process procurement requests and maintain procurement audit trails.
- b. Prepare, justify, and submit a Program Objective Memorandum (POM), budget, and midyear review and other IT and communication budget data calls for MCAS Cherry Point and MCABE organizations as directed by the Comptroller. Coordinates other budget activities (e.g., R1 data calls, etc.).
- c. Develop cost accounting information on operations.
- d. Produce and execute a viable financial plan. Continually validate obligations. Provide status of funds reports and recommendations to the G-6 Director.
- e. Monitor contract performance to assure compliance with terms and conditions of the contract and notify the Contracting Officer of inconsistencies or deviations. Renew, modify and initiate new contracts as required. Coordinate for statements of work and Abbreviated Systems Decision Papers (ASDP's) as required for renewals.
- f. Coordinate the G-6 input to host-tenant and support agreements on funding requirements and incorporate data into the G-6 financial plan.
- g. Perform billing for reimbursable expenses, execute reimbursement report requirements, and provide management with resource utilization statistics as required.
- h. Develop and maintain customer billing rates. Perform analysis of cost to detect deviations from established trends. Investigate fluctuations in resources utilized to ensure legitimacy of reimbursable charges.
- i. Ensure compliance with Automatic Data Processing (ADP) Procurement Authority guidelines. Initiate the procurement of services and equipment required by the G-6 and its customers relative to IT.
- j. Order and manage bulk storage supply inventories.
- k. Manage and coordinate the acquisition, receipt, and installation of department facilities and resources.
- l. Provide a wide range of management analyst support including the Internal Control Program.
- m. Provide a wide range of administrative support for a number of programs (e.g., Year 2000 (Y2K)).
- n. Provide backup administrative support for the G-6 Secretary.

- o. Input time and attendance (civilian labor) data for the Directorate.
- p. Perform credit card purchases for the Directorate. Certify G-6 credit card statements.
- q. Coordinate environmental, hazardous waste, and industrial hygiene requirement compliance for the Directorate.
- r. Manage the Directorate Training Program to include research for training opportunities, coordinating training programs, and assisting personnel in completing travel and training documentation.

11002. DEFENSE MESSAGE SYSTEM (DMS) AND LOCAL CONTROL CENTER (LCC) DEPARTMENT

1. The mission of the DMS and LCC Department is to provide access to an integrated, global information common operating environment. DMS consists of all hardware, software, procedures, standards, facilities and personnel used to exchange messages electronically within DoD and its users. (See Figure 11-2 for organizational chart.)

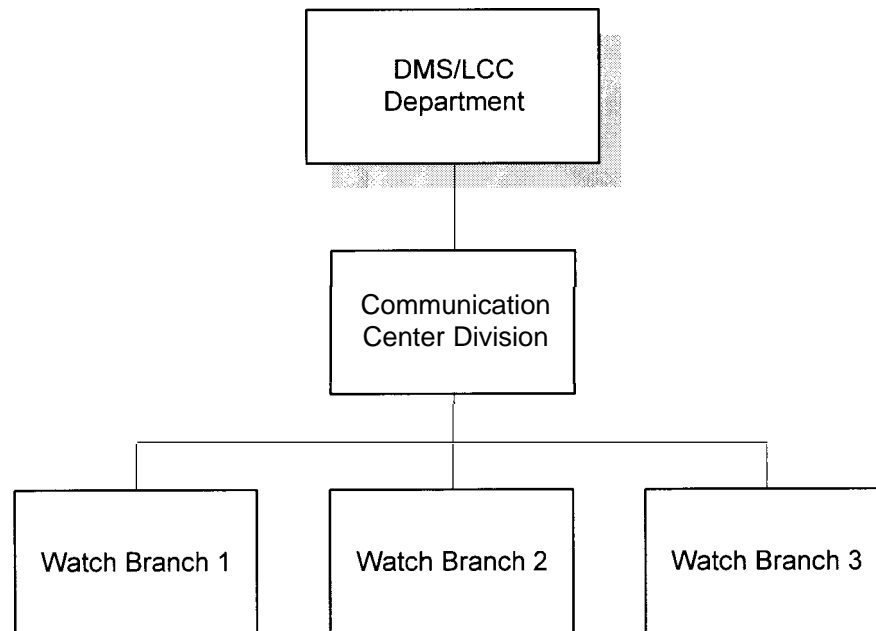


Figure 11-2.--DMS/LCC Department Organizational Chart

2. The LCC gathers and troubleshoots all DMS messages problems at the local level, to include the LCC Help Desk. Responsibilities of the LCC include:
- a. Responding to fault conditions reported by users.

b. Preparing and updating the local configuration management database per information from users.

c. Taking action to resolve a problem via remote management capabilities implemented in the Management Workstation (MWS).

d. Performing message traces in response to user requests

e. Monitoring traffic loads at the local level and taking action to correct problems.

f. Monitoring message traffic for timely and accurate delivery.

g. Submitting reports to the Area Communications Center (ACC) as required.

h. Acting as a single focal point for system level operations affecting the local area.

i. Coordinating actions with and elevating problems to the ACC as required.

j. Providing Help Desk service (Customer Service) to resolve user problems and concerns.

3. The Local Service Management (LSM) is a staff element, not an individual. The LCC LSM duties are submitting local routing plans for each Message Transfer Agent (MTA) providing service to the installation with changes needed to deal with component failure and coordinating with Defense Information Systems Agency (DISA) on any desired connectivity.

a. Preparing Directory Information Base (DIB) distribution among Directory Service Agents (DSA), including reviewing of shadowing agreements.

b. Evaluating current component operations to determine if additional DMS components will be needed or if current components are no longer needed.

c. Evaluating requests from others (user, Mail List (ML) Manager, Regional Service Manager (RSM), etc.) for adding, changing, or deleting components and approving or disapproving the requests.

d. Establishing restoration priorities for users and ensuring high priority users have the capability of establishing associations.

e. Establishing component backup criteria in accordance with policy.

f. Implementing new component names and addresses as assigned by the component registration authority.

g. Passing component information to the local level Systems Administrator who registers the component per established procedures.

h. Passing to the DISA RSM information needed for proper routing of traffic for local organizational users transitioning from AUTODIN to DMS.

- I. Generating reports as required to the RSM and Global Service Manager (GSM).
  - j. Developing and maintaining a local configuration database and passing it to the DISA RSM for inclusion in the regional Configuration Management (CM) database.
  - k. Collecting audit records from the local DMS components, reviewing, and retaining LCC security audit trail data as directed by the Designated Approving Authority (DAA).
  - l. Coordinating with the Information Systems Security Officer (ISSO) on any security problems within the LCC or in components within the LCC area of responsibility.
  - m. Distributing new software releases to the local Systems Administrators.
  - n. Carrying out DMS policy and procedures and reporting to the command authority any failure of others to do so.
  - o. Preparing Standard Operating Procedures (SOP) for operation of the LCC itself.
  - p. Monitoring DMS System Administrator review, security status reporting, and retention of security audit trail data as directed by the DAA.
  - q. Implementing management and reporting procedures for DMS security incidents and technical vulnerabilities.
  - r. Providing DMS training.
  - s. Maintenance technicians for the LCC are available on-call 24 hours and provide technical support in correcting problems encountered, installation/deinstallation of platform equipment, and the functioning of access circuits. Duties include:
    - (1) Performing preventative maintenance and other routine labor for DMS components and products.
    - (2) Keeping DMS hardware components operational and on-line, performing diagnostic tests and troubleshooting on DMS components.
    - (3) Ensuring that approved hardware upgrades are installed in an expeditious manner.
    - (4) Reporting any unauthorized modifications to the DMS component hardware or software to the LSM.
4. For DMS users, the LCC Help Desk is the primary point of contact for reporting system problems, reporting transport network problems and requesting technical assistance. The LCC Help Desk personnel work directly with the DMS users and closely with management personnel. Duties include:
- a. Answering questions posed by users or potential users of DMS.

- b. Using the local Configuration Management database to determine the type of hardware and software used by customers requesting assistance.
- c. Providing step-by-step assistance to a user experiencing a problem with DMS.
- d. Resolving as many problems as possible on first contact.
- e. Determining when a user question or concern is actually a problem which requires writing a trouble ticket.
- f. Submitting message trace requests from users to the MWS operator and taking action to continue the trace and/or advise the initiator of the result.
- g. Writing trouble tickets in sufficient detail to allow accurate diagnosis and prompt resolution of the problem; requesting technical support as necessary.
- h. Tracking trouble tickets and following problem escalation procedures until resolution of the problem allows closing of the trouble ticket.
- i. Reporting the problem resolution to the customer who reported the problem.
- j. Providing users with periodic status reports on unresolved problems.
- k. Maintaining a historical database of all reported problems, their resolutions, and associated events and observing and reporting trends.
- l. Preparing reports of software deficiencies, operating deficiencies or documentation deficiencies.
- m. Coordinating with technical support personnel, Systems Administrators and DMS operators to assist in problem resolution and responding to user questions.
- n. Disseminating to users general information on the DMS and its operations.
- o. Providing DMS management with reports and trend analysis information.
- p. Correlating user trouble calls with other reports to insure against unnecessary duplication of error reports.

11003. COMMUNICATION CENTER DIVISION. The mission of the Communication Center Division is to provide reliable, rapid, and secure communication services to all subscribers.

11004. WATCH BRANCH 1. The mission of the Watch Branch 1 is accomplished through assigned tasks which must be accomplished by at least one (1) operator per system for each shift. These tasks include:

1. Operating all communication systems within the LCC (AUTODIN, fax, Local Area Network (LAN), DMS, dedicated, etc.) and maintaining a high level of proficiency on all circuits.
2. Processing all message traffic within guidelines of communication publications and directives.
3. Providing customer support in reproduction, distribution and on-the-spot message processing procedures.
4. Receiving prepared message traffic via courier, LAN and Naval Aviation Depot (NAVAVNDEPOT) Virtual Address Exchange (VAX) circuits for transmission.
5. Verifying and correcting message traffic format prior to transmission by either manual intervention or originator notification (bust backs).
6. Performing other tasks as directed by the LCC Watch Supervisor (WS).

11005. WATCH BRANCH 2. The functions are identical to those of Watch Branch 1.

11006. WATCH BRANCH 3. The functions are identical to those of Watch Branch 1

11007. NETWORKING DEPARTMENT

1. The Networking Department manages network infrastructure with the exception of PC's and applications.
2. The mission of the Networking Department is accomplished through assigned tasks to:
  - a. Manage the Campus Network by:
    - (1) Reviewing and managing Campus configurations.
    - (2) Providing technical guidance to the user community.
    - (3) Reviewing and providing remote access to the Campus Network.
    - (4) Monitoring network changes and utilizing statistics.
    - (5) Tuning the network for optimum performance.
    - (6) Managing network capacity.
    - (7) Executing the life cycle management plan.
    - (8) Troubleshooting/resolving network problems.



- (9) Providing disc storage space for applications required on servers.
- b. Provide technical support for the Network Operating Systems by:
  - (1) Installing and maintaining Banyan VINES and Windows NT network operating systems.
  - (2) Performing major upgrades, applying site specific patches and updating drivers.
  - (3) Providing standard naming conventions for the Campus Network.
  - (4)** Providing SOP's.
  - (5) Providing technical guidance.
  - (6) Managing directory services (i.e., Marine Corps Data Network (MCDN) Directory Services, StreetTalk Directory Assistance, or Windows NT SAM file **X.400, X .500**).
- c. Manage network devices for the Campus Network by:
  - (1) Installing and maintaining routers, switches, and hubs.
  - (2) Troubleshooting network device problems.
  - (3) Performing firmware upgrades as required.
  - (4)** Monitoring equipment performance.
- d. Manage the Transmission Control Protocol/Internet Protocol (TCP/IP) Network by:
  - (1) Reviewing and managing TCP/IP network configuration.
  - (2) Allocating and managing TCP/IP addresses.
  - (3) Implementing TCP/IP on the network devices (routers, switches, and servers).
  - (4)** Providing technical guidance.
  - (5) Managing Simple Mail Transfer Protocol (SMTP).
  - (6) Managing Domain Name Servers (DNS).
- e. Manage the point mainframe connectivity (including gateway access) by:
  - (1) Maintaining gateway hardware and software.
  - (2) Managing gateway capacity and allocate access software.

- (3) Executing the life cycle management plan
- (4)** Providing technical guidance.
- (5) Troubleshooting local modem and circuit problems.
- f. Provide local technical support for Wide Area Network (WAN) connectivity by:
  - (1) Managing local configuration requirements for WAN connectivity.
  - (2) Troubleshooting WAN connectivity problems.
  - (3) Coordinating WAN capacity requirements with the Network Engineering Team.
- g. Maintain local technical support for WAN connectivity by:
  - (1) Answering phone calls (0730-1630 Monday through Friday) and entering customer problems into the Help Desk database.
  - (2) Providing one (1) entry point to G-6.
  - (3) Reviewing and tracking problems.
  - (4)** Providing first-level troubleshooting.
  - (5) Conducting analysis of problem.
  - (6) Identifying training requirements to the Network Engineering Team.
  - (7) Meeting with customers to review their most frequent types of Help Desk calls.
  - (8) Identifying programming requirements to the PC/Applications Support Department.
  - (9) Automating network functions.
- h. Conducting training field of expertise as identified by the Network Engineering Team.
- i. Attending meetings and conferences as well as provide technical briefings.

11008. PERSONNEL COMPUTER (PC)/APPLICATIONS SUPPORT DEPARTMENT

- 1. The PC/Applications Support Department manages PC's and develops/manages applications.
- 2. The mission of the PC/Applications Support Department is accomplished through assigned tasks to:
  - a. Provide quality control within the Department's area of responsibility

- b. Provide Y2K compliance within the Department's area of responsibility
- c. Provide project management for new ASDP's.
- d. Plan life cycle management for PC's.
- e. Provide technical support for the operating systems by:
  - (1) Installing and maintaining MS-DOS, Windows 3.1, Windows 3.11, Windows 95, Windows 98, Windows NT Workstation and other operating systems.
  - (2) Performing of major upgrades, applying site specific operating system patches and updating drivers.
  - (3) Providing SOP's.
  - (4)** Providing technical guidance to customers.
- f. Manage the TCP/IP Network at the workstation/host level by:
  - (1) Implementing TCP/IP on the workstation/host devices.
  - (2) Providing technical support and guidance.
  - (3) Troubleshooting workstation level TCP/IP problems.
- g. Install and maintain applications identified as the standard by HQMC. Duties include:
  - (1) Performing major upgrades, apply site specific patches and update drivers.
  - (2) Providing SOP's.
  - (3) Providing technical support and guidance.
- h. Attend meetings and conferences as well as provide technical briefings.
- I. Provide technical support for PC's by:
  - (1) Installing NIC cards, etc.
  - (2) Conducting training as identified (e.g., Beyond Mail to the Information Systems Coordinators (ISC's)).
  - (3) Troubleshooting customer PC problems.
  - (4)** Installing and maintaining PC's

- j. Developing applications (e.g., databases, WEB pages, conversion of older databases to newer technology, etc.).
- k. Peripheral Equipment Operations (PEO) and Fiche/Laser Printing Services (LPS).

#### 11009. TELECOMMUNICATIONS AND MAINTENANCE DEPARTMENT

1. The mission of the Telecommunications and Maintenance Department is to administer, perform program improvements, repair, maintain, and improve services on the telecommunications network. (See Figure 11-3 for organizational chart.)

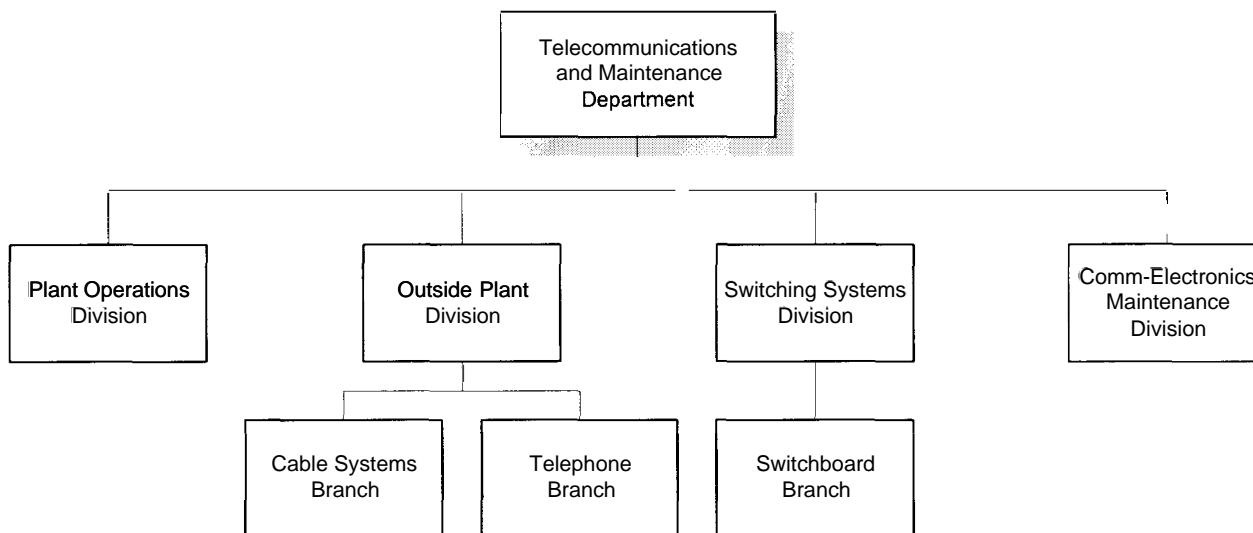


Figure 11-3.-- Telecommunications and Maintenance Department  
Organizational Chart

2. The mission is accomplished through assigned tasks to:
- a. Provide administrative telephone service and related landline communication support to MCAS Cherry Point activities and tenant organizations.
  - b. Administer and control the telecommunications network.
  - c. Provide program for the Air Station's Five Year Telecommunications Plan in regard to integrated services, administrative telephone systems, and related services.
  - d. Establish and maintain communication-electronics maintenance organizational procedures and functions.
  - e. Provide administrative coordination between the Department and external units.

- f. Control and provide maintenance support of General Purpose Electronic Test Equipment (GPETE)/Test and Monitoring System (TAMS) for MCABE.
- g. Provide frequency management services for MCAS Cherry Point.
- h. Provide maintenance support for commercial communications equipment controlled by MCAS Cherry Point.
- i. Provide maintenance support for cryptographic equipment controlled by MCAS Cherry Point.
- j. Provide maintenance support for Automated Data Processing Equipment (ADPE) controlled by MCAS Cherry Point.
- k. Provide public address system operation and maintenance support for Station and Wing Commands aboard MCAS Cherry Point.
- l. Provide maintenance support for intercom systems and sirens aboard MCAS Cherry Point.

#### 11010. PLANT OPERATIONS DIVISION

1. The mission of the Plant Operations Division is to provide planning and operations support to the Telecommunications and Maintenance Department.
2. The mission is accomplished through assigned tasks to:
  - a. Perform telecommunication related surveys and technical studies aboard the Air Station.
  - b. Review existing integrated systems to determine adequacy to meet projected growth and make recommendations for improvements to services, equipment and facilities.
  - c. Write, plan, develop schematics, determine adequacy to meet projected growth and make recommendations for improvements to services, equipment and facilities.
  - d. Provide initial engineering specifications for upgrade of voice and data networking and switching systems.
  - e. Review and evaluate telecommunications systems management and operations.
  - f. Administer the Telecommunications and Maintenance Department's quality assurance program by surveying customers' needs, inspecting work being performed or completed, and gauging the customers' satisfaction level.
  - g. Provide frequency management services for MCAS Cherry Point.
  - h. Provide public address system operation and support for Station and Wing Commands aboard MCAS Cherry Point.

I. Provide operational support for the Trunked Radio System.

j. Provide billing, budget and supply support to the Telecommunications and Maintenance Department.

11011. OUTSIDE PLANT DIVISION. The mission of the Outside Plant Division is the installation, maintenance, and repair of the Air Station telecommunications network, associated distribution systems, and the installation of subscriber terminal equipment. The Division is organized into two (2) subordinate organizations - the Cable Systems Branch and the Telephone Branch.

11012. CABLE SYSTEMS BRANCH

1. The mission of the Cable Systems Branch is to install, maintain, and repair metallic and fiber optic cable systems aboard the Air Station and outlying fields.

2. The mission is accomplished through assigned tasks to:

a. Install outside service equipment, cable systems, cross-connect terminals, splice terminals, and associated conduit systems.

b. Diagnose, repair, and maintain all metallic and fiber optic external cable and wire systems associated with the Integrated Services Network.

c. Maintain the vertical side of all distribution frames, protectors and outside terminals.

11013. TELEPHONE BRANCH

1. The mission of the Telephone Branch is to install and maintain subscriber terminal equipment remote transmission systems.

2. The mission is accomplished through assigned tasks to:

a. Install and maintain telephone systems equipment, including telephone instruments, multi-line equipment, and associated inside wiring and terminals.

b. Install, maintain, and troubleshoot dedicated, special and leased circuits, and assist in restoration of service.

c. Install and maintain voice and data terminal hardware to include terminals, PC's, cables, modems, multiplexers, controllers, repeaters, attenuators and conditioning equipment.

#### 11014. SWITCHING SYSTEMS DIVISION

1. The mission of the Switching Systems Division is to install, maintain, and repair common user and dedicated voice and data switching systems and all ancillary equipment associated with end office services.
2. The mission is accomplished through assigned tasks to:
  - a. Operate, maintain, and repair of digital voice and integrated services switches.
  - b. Operate, maintain, and repair of multiplexed transmission systems.
  - c. Operate and maintain of Telecommunications Management Systems.
  - d. Coordinate, analyze, and restore of long-haul transmission circuits.
  - e. Operate and maintain the Technical Control Facility for the Air Station.
  - f. Coordinate, request, validate, and maintain records for all DCS and leased services.

#### 11015. SWITCHBOARD BRANCH

1. The Switchboard Branch is responsible for providing all automated and manual operator services.
2. The mission is accomplished through assigned tasks to:
  - a. Provide directory assistance.
  - b. Provide subscriber assistance for conference calls, overseas calls, Defense Switched Network (DSN) information, and special services access.
  - c. Publish an annual telephone directory
  - d. Provide MCAS Cherry Point Locator assistance.
  - e. Monitor all building alarms and recall appropriate personnel during non-duty hours.

#### 11016. COMMUNICATION-ELECTRONICS MAINTENANCE DIVISION. The mission of the Communication-Electronics Maintenance Division is accomplished through assigned tasks to:

1. Repair, calibrate, procure, and distribute GPETE (General Purpose Electronic Test Equipment) required by the ground electronics maintenance shops within MCABE.

2. Serve as the Controlling Laboratory for scheduled calibration services for GPETE within MCABE, ensuring compliance with Metrology Automated System for Uniform Reporting and Recall (MEASURE) Program policies and procedures.

3. Serve as the control point between the equipment owner and the maintenance contractor for commercial radio communications equipment requiring maintenance.

4. Provide:

(a) Technical assistance to external units in the purchase of GPETE.

(b) Public address and maintenance support for Station and Wing major command functions (Group level or higher).

(c) Maintenance support for electronic sirens in emergency vehicles.

(d) Maintenance support for intercom systems.

(e) Maintenance support for commercial communications equipment, which includes portable, mobile, and fixed plant radios, pagers, and ancillary equipment.

(f) Technical assistance as the Contracting Officer's Technical Representative (COTR) on service contracts for commercial communications equipment.

(g) Technical assistance to external units in the purchase of commercial communications equipment.

(h) Communications support during hazardous weather or national emergencies.

(i) Provide maintenance support for the Communications Center data communications security interface and ancillary communications equipment.

(j) Provide maintenance support for the Marine Corps Emergency Radio Network (MCERN) data communications security interface and ancillary communications equipment.

(k) Provide maintenance support for ADPE.



CHAPTER 12

HEADQUARTERSANDHEADQUARTERSSSQUADRON

	<u>PARAGRAPH</u>	<u>PAGE</u>
HEADQUARTERSAND HEADQUARTERSSSQUADRON .....	12000	12-3
ADJUTANT SECTION .....	12001	12-3
PERSONNEL SECTION .....	12002	12-3
TRAINING SECTION .....	12003	12-4
SUPPORT SECTION .....	12004	12-4
CAREER PLANNER SECTION .....	12005	12-4
SUBSTANCE ABUSE CONTROL SECTION .....	12006	12-4

FIGURE

12-1 HEADQUARTERSAND HEADQUARTERSSSQUADRON ORGANIZATIONAL CHART .....	12-3
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CHAPTER 12

HEADQUARTERS AND HEADQUARTERS SQUADRON

12000. HEADQUARTERS AND HEADQUARTERS SQUADRON. Under the line authority of the CG, MCAS Cherry Point, Headquarters & Headquarters Squadron (H&HS) provides the administration, training, career planning, discipline, welfare, and morale of assigned personnel within MCAS Cherry Point. The H&HS Section provides squadron command and career planning functions and is assigned as the Convening Authority for JAG investigations pertaining to H&HS. (See figure 12-1 for organizational chart.)

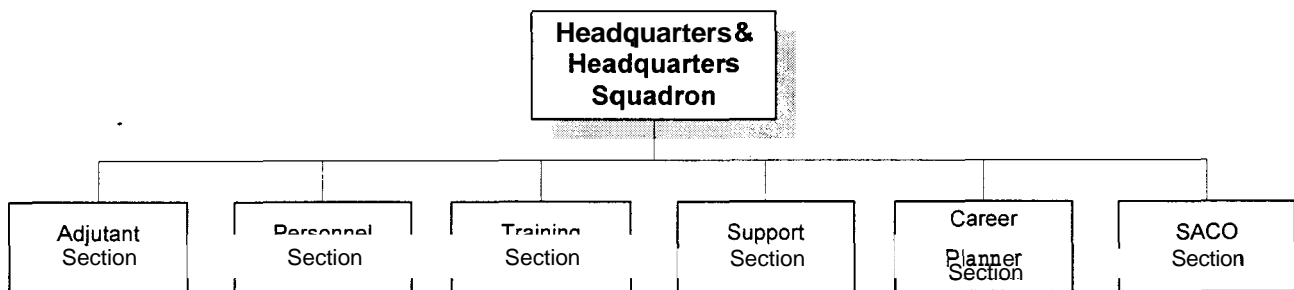


Figure 12-1.--Headquarters and Headquarters Squadron Organizational Chart

12001. ADJUTANT SECTION. The mission of the Adjutant Section is accomplished through assigned tasks to:

1. Execute the routine administration of the squadron.
2. Prepare squadron correspondence.
3. Manage squadron level investigations, disciplinary, legal, and administrative functions.
4. Monitor and provide quality control for the awards function.
5. Maintain a files and directives system.

12002. PERSONNEL SECTION. The mission of the Personnel Section is accomplished through assigned tasks to:

1. Maintain and audit the service records of Marine personnel.
2. Coordinate administrative action with the Personnel Support Detachment on Navy matters.
3. Provide input into and ensure accuracy of the Manpower Management System.
4. Provide services which include pay, allotments, promotion, and employment verification.

5. Provide administrative support for the Naval Aviation Maintenance Training Group Detachment.

12003. TRAINING SECTION. The mission of the Training Section is accomplished through assigned tasks to:

1. Ensure compliance with directed training requirements for squadron personnel.
2. Schedule, coordinate or conduct, and record training accomplishments of assigned personnel.
3. Provide a training program for determined organizational objectives.
4. Monitor the "off duty" resident educational programs available to squadron personnel and assist members in their educational endeavors.
5. Manage the Marine Corps and other DoD correspondence education programs.

12004. SUPPORT SECTION. The mission of the Support Section is accomplished through assigned tasks to:

1. Provide for the storage, issue, and maintenance of station weapons.
2. Maintain assigned barracks, buildings, and grounds in proper repair and police.
3. Manage the Squadron Special Services Program to include funds, team organization, and procurement of recreation equipment and materials.
4. Manage the squadron headquarters supply and fiscal programs.

12005. CAREER PLANNER SECTION. The mission of the Career Planner Section is accomplished through assigned tasks to:

1. Identify and retain quality Marines.
2. Counsel each Marine on career opportunities, and advise Squadron personnel in matters of reenlistments and extensions.
3. Advise the Commanding Officer on matters dealing with retention status.

12006. SUBSTANCE ABUSE CONTROL SECTION. The mission of the Substance Abuse Control Section (SACO) is accomplished through assigned tasks to:

1. Administer and monitor policies and procedures set forth by HQMC, the Commanding Officer and Cognizant Authority on Drug and Alcohol abuse/dependence.

2. Establish and administer the Drug and Alcohol Program within H&HS, MCAS Cherry Point.
3. Identify suspected alcohol abusers and refers to SACC for evaluation.
4. Monitors after care programs and provides assessment of programs to Commanding Officer
5. Keep the Commanding Officer advised of any drug and alcohol related matters, and help maintain a drug and alcohol abuse free environment.

# MCAS CHERPT MAN ORG

## CHAPTER 13

### MARINE TRANSPORT SQUADRON \_1

	<u>PARAGRAPH</u>	<u>PAGE</u>
MARINE TRANSPORT SQUADRON _1 .....	13000	13-3
ADMINISTRATIVE DEPARTMENT .....	13001	13-3
OPERATIONS DEPARTMENT .....	13002	13-4
TRAINING DIVISION (GROUND) .....	13003	13-5
FLIGHT-DIVISION .....	13004	13-5
C-9 BRANCH .....	13005	13-5
C-12 BRANCH .....	13006	13-5
HH-46 BRANCH .....	13007	13-5
SAFETY DEPARTMENT .....	13008	13-6
AIRCRAFT MAINTENANCE DEPARTMENT .....	13009	13-6
MAINTENANCE/MAINTENANCE MATERIAL CONTROL DIVISION .....	13010	13-7
MATERIAL CONTROL BRANCH .....	13011	13-8
QUALITY ASSURANCE DIVISION .....	13012	13-8
TOOL CONTROL DIVISION .....	13013	13-9
AIRCRAFT LINE DIVISION .....	13014	13-9
C-9 BRANCH .....	13015	13-10
C-12 BRANCH .....	13016	13-10
HH-46 BRANCH .....	13017	13-10
AIRFRAMES DIVISION .....	13018	13-10
STRUCTURES BRANCH .....	13019	13-11
CORROSION CONTROL SECTION .....	13020	13-11

# MCAS CHERPT MAN ORG

	<u>PARAGRAPH</u>	<u>PAGE</u>
HYDRAULIC BRANCH .....	13021	13-11
FLIGHT EQUIPMENT BRANCH .....	13022	13-11
AVIONICS DIVISION .....	13023	13-11
ELECTRONICS BRANCH .....	13024	13-12
ELECTRICAL BRANCH .....	13025	13-12
INTERMEDIATE MAINTENANCE DIVISION .....	13026	13-12
AIRFRAMES BRANCH .....	13027	13-13
AVIONICS BRANCH .....	13028	13-13
GROUND SUPPORT EQUIPMENT BRANCH .....	13029	13-13
SUPPLY DEPARTMENT .....	13030	13-13
BUILDINGS AND GROUNDS DIVISION .....	13031	13-14

## FIGURE

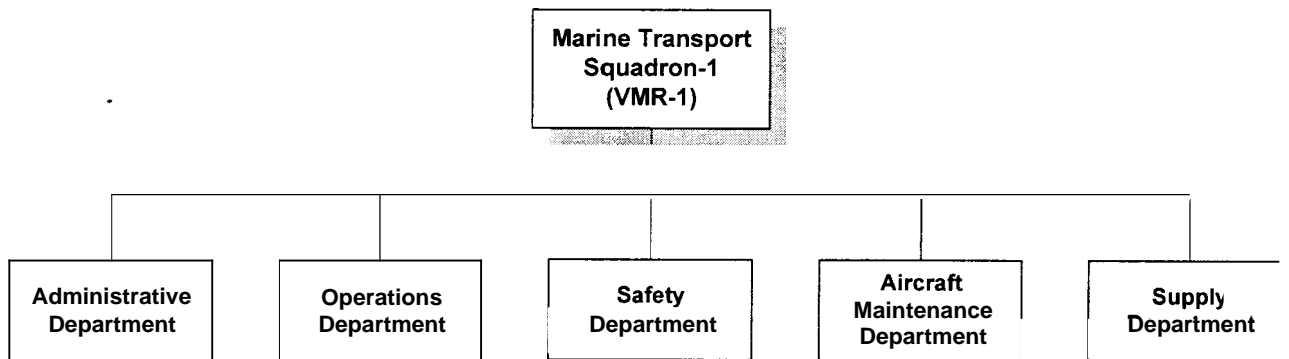
13-1	MARINE TRANSPORT SQUADRON _1 ORGANIZATIONAL CHART	13-3
13-2	OPERATIONS DEPARTMENT ORGANIZATIONAL CHART .....	13-4
13-3	AIRCRAFT MAINTENANCE DEPARTMENT ORGANIZATIONAL CHART	13-7
13-4	MAINTENANCE/MAINTENANCE MATERIAL CONTROL DIVISION ORGANIZATIONAL CHART .....	13-7
13-5	AIRCRAFT LINE DIVISION ORGANIZATIONAL CHART .....	13-9
13-6	AIRFRAMES DIVISION ORGANIZATIONAL CHART .....	13-10
13-7	AVIONICS DIVISION ORGANIZATIONAL CHART .....	13-12
13-8	INTERMEDIATE MAINTENANCE DIVISION ORGANIZATIONAL CHART	13-12
13-9	SUPPLY DEPARTMENT ORGANIZATIONAL CHART .....	13-14

CHAPTER 13

MARINE TRANSPORT SQUADRON - 1

13000. MARINE TRANSPORT SQUADRON - 1

1. Under the line authority of the CG MCAS Cherry Point, Marine Transport Squadron -1 (VMR-1) is tasked with providing air transport for Marines, other DoD personnel, civilian dignitaries, and priority cargo as directed. VMR-1 is further tasked with maintaining and supporting a Search and Rescue Detachment for support of MCAS Cherry Point based aircraft and other facilities as directed. (See figure 13-1 for organizational chart.)



2. The mission is accomplished through assigned tasks to:

- a. Exercise command over personnel of the squadron.
- b. Maintain the administration, training, welfare, morale, and discipline of all assigned personnel.
- c. Direct, coordinate, and administer the activities of the Administrative, Operations, Safety, Aircraft Maintenance, and Supply Departments.

13001. ADMINISTRATIVE DEPARTMENT. The mission of the Administrative Department is accomplished through assigned tasks to:

1. Execute the routine administration of the squadron.
2. Maintain service records of assigned personnel.
3. Maintain personnel accounting records.
4. Initiate and coordinate squadron level investigative and legal functions.

5. Prepare correspondence.
6. Counsel and interview personnel on matters pertaining to the Career Planning Program and supervise efforts of the Squadron Career Planner.
7. Manage and coordinate special event activities.
8. Counsel personnel on matters pertaining to voting.

#### 13002. OPERATIONS DEPARTMENT

1. Under the line authority of VMR-1 and the staff coordination of the Director of Operations, the Operations Department schedules and controls the flight of station aircraft to attain maximum utilization consistent with safety, pilot proficiency, and the accomplishment of commitment flights as directed by the Joint Operational Scheduling Activity Center (JOSAC) and higher authority. (See figure 13-2 for organizational chart.)

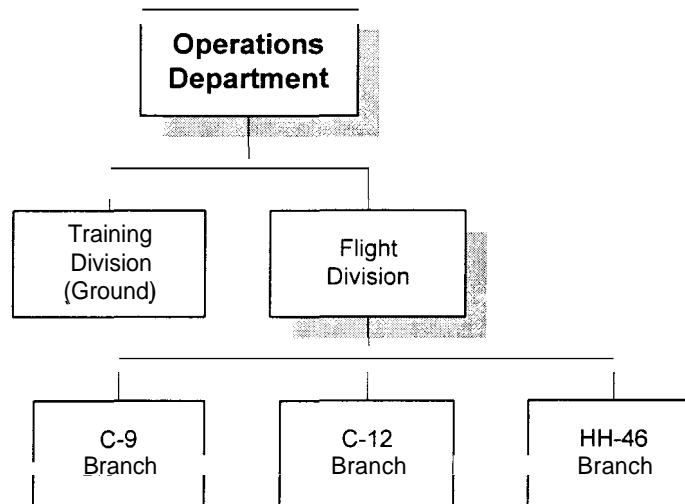


Figure 13-2.--Operations Department Organizational Chart

2. The mission is accomplished through assigned tasks to:
  - a. Provide pilots for support of scheduled flights.
  - b. Maintain the squadron master flight log and logbooks of all pilots attached.
  - c. Maintain all flight publications and directives including current editions of instrument navigation publications.
  - d. Prepare all statistical reports concerning flight time.
  - e. Perform administrative procedures for the operation of aircraft.



- f. Schedule, coordinate, conduct, and record all aircrew training of assigned and augmenting personnel.
- g. Schedule, coordinate, conduct, and record all training accomplishments of assigned personnel through the Squadron Training Division.
- h. Supervise and coordinate the Squadron Education and Information Program via squadron training activities.
- i. Direct and coordinate all aspects of the Special Services Program.

13003. TRAINING DIVISION (GROUND). The mission of the Training Division (Ground) is accomplished through assigned tasks to:

1. Schedule, coordinate, conduct, and record all training accomplishments of assigned personnel.
2. Supervise and coordinate the Squadron Education and Information Program via squadron training activities.
3. Direct and coordinate all aspects of the Special Services Program.

13004. FLIGHT DIVISION. The mission of the Flight Division is accomplished through assigned tasks to schedule and coordinate all aspects of C-9, C-12, HH-46 aircraft, and aircraft mission assignments relative to applicable squadron responsibilities.

13005. C-9 BRANCH. The mission of the C-9 Branch is accomplished through assigned tasks to:

1. Schedule and coordinate all aspects of C-9 aircrew assignments and aircraft mission assignments as well as intradepartmental coordination when applicable.
2. Serve as Training and Readiness (T&R) syllabus sponsor for Marine Corps C-9 aircraft.

13006. C-12 BRANCH. The mission of the C-12 Branch is accomplished through assigned tasks to:

1. Schedule and coordinate all aspects of C-12 aircrew assignments and aircraft mission assignments as well as intradepartmental coordination when applicable.
2. Serve as T&R syllabus sponsor for Marine Corps C-12 aircraft.

13007. HH-46 BRANCH. The mission of the HH-46 Branch is accomplished through assigned tasks to:

1. Schedule and coordinate all aspects of HH-46 aircrew assignments and aircraft mission assignments as well as intradepartmental coordination when applicable.
2. Serve as T&R syllabus sponsor for Marine Corps HH-46 aircraft.

13008. SAFETY DEPARTMENT. Under the line authority of VMR-1, the mission of the Safety Department is accomplished through assigned tasks to:

1. Oversee and ensure the promulgation of the Aviation Safety Program.
2. Supervise and ensure the promulgation of the Ground Safety Program.
3. Monitor the activities of the Aircrew Training Division in maintaining T&R manual currency requirements.
4. Manage the Standardization and Naval Air Training and Operating Procedures Standardization (NATOPS) Programs for the C-9, C-12, and HH-46 Branches as established under the Flight Division of the Operations Department.
5. Function as the testing and evaluation branch for squadron aircrews.
6. Coordinate with Aircrew Training Division of the Operations Department for syllabus standardization.
7. Coordinate and schedule through Operations Department all upgrade flight checks, NATOPS evaluation flights, and instrument flight checks.
8. Monitor Aircrew Training Division of the Operations Department to ensure thorough and current aircrew training and aircraft egress exercise.

13009. AIRCRAFT MAINTENANCE DEPARTMENT.

1. Under the line authority of VMR-1, the Aircraft Maintenance Department provides organizational and intermediate maintenance on assigned aircraft, components and associated support equipment, including periodic maintenance, inspections, servicing, disassembly, cleaning and examination, repair, modification, test, assembly, replacement, and preservation. (See figure 13-3 for organizational chart.)
2. The mission is accomplished through assigned tasks to:
  - a. Perform intermediate maintenance and repairs on all air station airborne avionics equipment.
  - b. Maintain supply and fiscal functions necessary for maintenance of assigned aircraft.

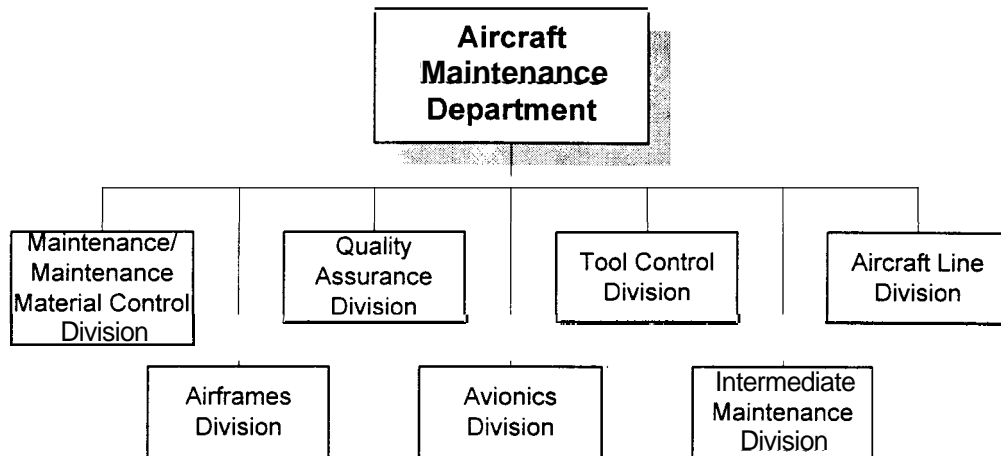


Figure 13-3.--Aircraft Maintenance Department Organizational Chart

- c. Provide required administration including establishing and controlling a central reporting and record keeping system for aircraft maintenance matters.
- d. Provide graphic displays of trend analysis, 3M documentation, and ensure compliance with subsystem capability and impact reporting.

13010. **MAINTENANCE/MAINTENANCE MATERIAL CONTROL DIVISION.** The mission of the Maintenance/Maintenance Material Control Division (see figure 13-4 for organizational chart) is accomplished through assigned tasks to:

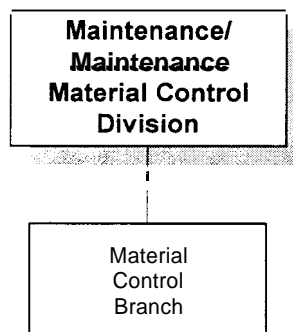


Figure 13-4.--Maintenance/Maintenance Material Control Division Organizational Chart

1. Maintain the overall management of the productive effort through the various production divisions.
2. Coordinate and monitor the department workload, and control daily workload and assignment of work priorities.
3. Maintain a working aircraft status board on assigned aircraft for planning purposes.

4. Maintain Material Control Register.
5. Validate "Not Operationally Ready Supply/Not Ready for Issue" status listing daily
6. Requisition and procure material necessary for support of the division.
7. Maintain accountability of tools, materials, and equipment necessary for support of division missions.
8. Receive work orders from support units and issue work orders within the division.
9. Operate and maintain a ready issue outlet for the support of assigned and visiting aircraft.

13011. MATERIAL CONTROL BRANCH. The mission of the Material Control Branch is accomplished through assigned tasks to be the contact point within the maintenance organization where requirements for parts and material are coordinated with the Supply Support Center.

13012. QUALITY ASSURANCE DIVISION. The mission of the Quality Assurance Division is accomplished through assigned tasks to:

1. Maintain the central technical library for the department, including technical directives. Ensure that each division receives all publications applicable to each work area and that these are kept current and complete.
2. Monitor all incoming directives and initiate all maintenance instructions.
3. Establish and maintain current master inspection requirements for assigned aircraft with a list of qualified personnel.
4. Monitor the production effort of the division to ensure the highest quality possible in the maintenance of aircraft and components and review log books for currency.
5. Review all requests for engineering investigations, and Quality Deficiency, Safety and Publications Deficiency reports.
6. Maintain the division technical publication library,
7. Monitor inspections of precision measuring equipment.
8. Perform inspections of all maintenance equipment and facilities to ensure compliance with existing regulations.
9. At unscheduled intervals, and no less than quarterly, perform an audit on the various work centers to ensure compliance with regulations.
10. Brief aircrews on objectives of post maintenance check flights

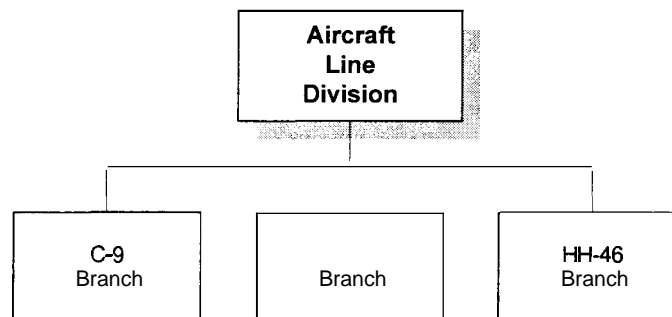
11. Inspect all equipment in stock or repairable items to ensure proper identification, packaging and shelf life.

12. Provide squadron representatives for high level conferences pertaining to C-9, C-12 and HH-46 aircraft.

13013. TOOL CONTROL DIVISION. The mission of the Tool Control Division is accomplished through assigned tasks to:

1. Maintain overall management and enforcement of Tool Control Program.
2. Procure and issue any and all tooling necessary for support of the maintenance mission.
3. Maintain supplies of consumables used for aircraft and ground support equipment maintenance.
4. Assist work centers in the procurement of special tools.

13014. AIRCRAFT LINE DIVISION. The mission of the Aircraft Line Division (see figure 13-5 for organizational chart) is accomplished through assigned tasks to:



1. Perform periodic and unscheduled maintenance on assigned aircraft and components at the organizational level to include functional testing of aircraft, systems, and support systems and keep the Maintenance Control Branch advised of work status. This division is broken down into Transport and Helicopter Branches for more positive control.

2. Correct discrepancies by adjustment, minor repair, and replacement of installed parts, subassemblies, units, groups, or sets.

3. Interpret applicable directives and conduct a continuing program to ensure safe practices in operation of equipment and to reduce foreign object damage to aircraft.

4. Administer plane captain qualifications/assignment program.

5. Operate ground support equipment and ensure proper security.

13015. C-9 BRANCH. The mission of the C-9 Branch is accomplished through assigned tasks to:

1. Correct discrepancies by adjustment, minor repair, and replacement of installed parts, subassemblies, units, groups, or sets on C-9 aircraft.
2. Interpret applicable directives and conduct a continuing program to ensure safe practices in operation of equipment and to reduce foreign object damage to C-9 aircraft.
3. Administer plane captain qualifications/assignment program for C-9 aircraft.

13016. C-12 BRANCH. The mission of the C-12 Branch is accomplished through contract maintenance by Beech Aerospace Services, Inc. An On-site Support Center Liaison Officer (OSCLO) assigned by the squadron from the maintenance department ensures contractor compliance to current contract.

13017. HH-46 BRANCH. The mission of the HH-46 Branch is accomplished through assigned tasks to:

1. Correct discrepancies by adjustment, minor repair, and replacement of installed parts, subassemblies, units, groups, or sets on HH-46 aircraft.
2. Interpret applicable directives and conduct a continuing program to ensure safe practices in operation of equipment and to reduce foreign object damage to HH-46 aircraft.
3. Administer plane captain qualifications/assignment program for HH-46 aircraft.

13018. AIRFRAMES DIVISION. The mission of the Airframes Division (see figure 13-6 for organizational chart) is accomplished through assigned tasks to:

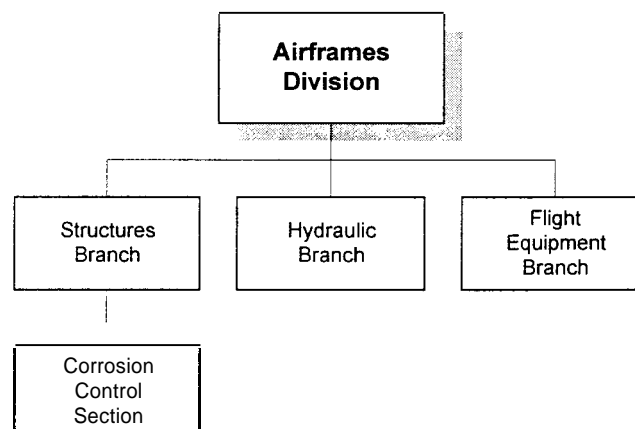


Figure 13-6.--Airframes Division Organizational Chart

1. Perform scheduled and unscheduled maintenance on assigned aircraft.
2. Maintain the overall material condition and integrity of aircraft airframes and subsystems.

13019. STRUCTURES BRANCH. The mission of the Structures Branch is accomplished through assigned tasks to:

1. Primarily be responsible for aircraft sheet metal repairs and maintenance.
2. Maintain selected flight control systems.
3. Incorporate airframes' changes and bulletins.

13020. CORROSION CONTROL SECTION. The mission of the Corrosion Control Section is accomplished through assigned tasks to:

1. Maintain the overall corrosion control program incorporation.
2. Treat aircraft surfaces for corrosion.
3. Accomplish aircraft exterior touchup painting.

13021. HYDRAULIC BRANCH. The mission of the Hydraulic Branch is accomplished through assigned tasks to:

1. Maintain aircraft hydraulic systems.
2. Perform periodic functional testing of aircraft hydraulic and pneumatic systems.
3. Perform maintenance on selected flight control systems.

13022. FLIGHT EQUIPMENT BRANCH. The mission of the Flight Equipment Branch is accomplished through assigned tasks to:

1. Perform scheduled and unscheduled maintenance and inspection of aviator's flight equipment.
2. Incorporate such changes, updates, and bulletins as may be needed.
3. Perform maintenance on aircraft life support equipment and systems.

13023. AVIONICS DIVISION. The mission of the Avionics Division (see figure 13-7 for organizational chart) is accomplished through assigned tasks to:

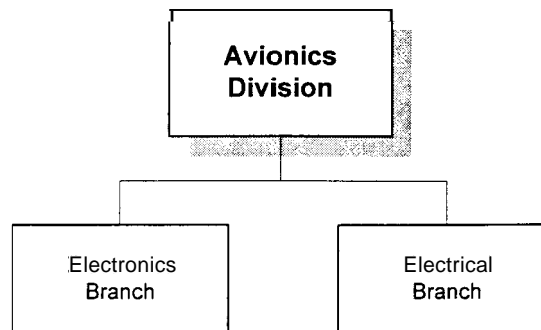


Figure 13-7.--Avionics Division Organizational Chart

1. Maintain and repair scheduled and unscheduled airborne avionics type equipment for assigned aircraft and systems.
2. Maintain avionics support equipment for assigned aircraft.
3. Inform Aircraft Maintenance Department of work status.
4. Conduct an effective program for foreign object damage and corrosion control.

13024. ELECTRONICS BRANCH. The mission of the Electronics Branch is accomplished through assigned tasks to install and remove, inspect, test, maintain, and repair components, subsystems, and ancillary equipment of installed aircraft communication/navigation systems.

13025. ELECTRICAL BRANCH. The mission of the Electrical Branch is accomplished through assigned tasks to install and remove, inspect, test, maintain, and repair components, systems, and ancillary equipment of installed electrical/instrument systems.

13026. INTERMEDIATE MAINTENANCE DIVISION. The mission of the Intermediate Maintenance Division (see figure 13-8 for organizational chart) is accomplished through assigned tasks to perform maintenance and repair of systems and components beyond the squadron level.

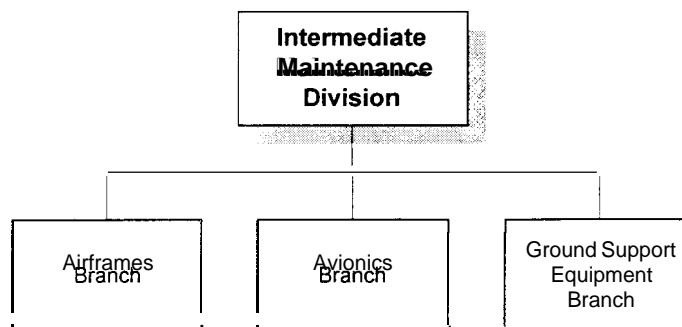


Figure 13-8.--Intermediate Maintenance Division Organizational Chart



13027. AIRFRAMES BRANCH. The mission of the Airframes Branch is accomplished through assigned tasks to:

1. Perform structural repair beyond squadron level.
2. Manufacture and repair selected airframe parts as required.
3. Perform nondestructive type inspections.

13028. AVIONICS BRANCH. The mission of the Avionics Branch is accomplished through assigned tasks to:

1. Perform repairs on avionic components.
2. Incorporate updates and changes to avionic components.

13029. GROUND SUPPORT EQUIPMENT BRANCH. The mission of the Ground Support Equipment Branch is accomplished through assigned tasks to:

1. Perform scheduled and unscheduled intermediate level maintenance on aircraft ground support equipment.
2. Be responsible for availability of such equipment necessary for support of aircraft maintenance and flight.
3. Incorporate updates and changes to support equipment.
4. Perform corrosion control on support equipment.
5. Maintain logs and records on support equipment.

13030. SUPPLY DEPARTMENT

1. Under the line authority of VMR-1, the Supply Department administers the squadron's budget including flight operations funding, temporary additional duty, training, and administrative funds. (See figure 13-9 for organizational chart.)
2. The mission is accomplished through assigned tasks to:
  - a. Requisition and receive all parts and materials in support equipment for aircraft maintenance.
  - b. Maintain allowances and accountability for Marine Corps property and plant account property.

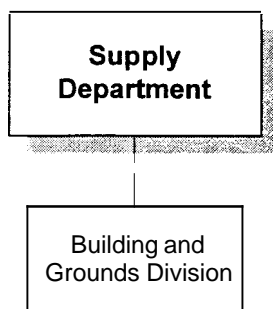


Figure 13-9.--Supply Department Organizational Chart

13031. BUILDINGS AND GROUNDS DIVISION. The mission of the Buildings and Grounds Division is accomplished through assigned tasks to maintain assigned barracks, buildings, and grounds in proper police and maintenance.

MCAS CHERPT MAN ORG

CHAPTER 14

RESERVE SUPPORT UNIT

	<u>PARAGRAPH</u>	<u>PAGE</u>
RESERVE SUPPORT UNIT .....	14000	14-3
ADMINISTRATIVE SECTION .....	14001	14-4
OPERATIONS SECTION .....	14002	14-4
LOGISTICS SECTION .....	14003	14-4
MOBILIZATION PROCESSING CENTER .....	14004	14-5

FIGURE

14-1	RESERVE SUPPORT UNIT ORGANIZATIONAL CHART .....	14-3
14-2	MOBILIZATION PROCESSING CENTER ORGANIZATIONAL CHART	14-5

CHAPTER 14

RESERVE SUPPORT UNIT

14000. RESERVE SUPPORT UNIT

1. Under the line authority COMCABEASTICG MCAS Cherry Point, the Reserve Support Unit (RSU) advises and assists the COMCABEASTICG MCAS Cherry Point, on all matters relative to reserve affairs. The Commanding Officer, RSU, will assume the title of "Director, Reserve Affairs" when performing duties relative to MCABE as a whole. (See figure 14-1 for organizational chart.)

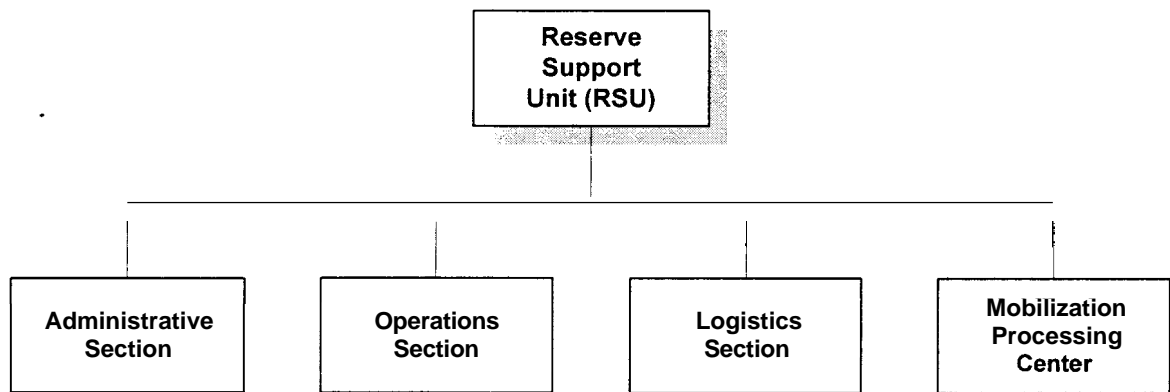


Figure 14-1.--Reserve Support Unit Organizational Chart

2. The mission is accomplished through assigned tasks to:
  - a. Provide liaison for all reserve personnel and units coming aboard MCABE.
  - b. Plan and coordinate mobilization contingencies.
  - c. Coordinate and provide administrative and logistical support for Individual Ready Reservists and Selected Marine Corps Reserve (SMCR) units performing Temporary Active Duty (TEMACDU), Active Duty for Training (ACDUTRA) and Annual Training (AT) aboard MCABE.
  - d. Coordinate requests from MCABE and tenant units for augmentation by reserve personnel for exercise support and special projects.
  - e. Coordinate requests from MCABE tenant units for reserve personnel to perform Reserve Counterpart Training (RCT).
  - f. Recommend policy and procedures relative to the management and support of MCABE Individual Mobilization Augmentation (IMA) Detachments, and maintain operational cognizance over the IMA Detachment at MCAS Cherry Point.

g. In conjunction with the Assistant Chief of Staff, G-1 (Human Resources), RSU coordinates and supervises the management and administration of Reserve personnel preassigned to MCABE Table of Organizations.

h. Coordinate and supervise the utilization of MCAS Cherry Point, Contingency Billeting Complex.

i. Coordinate and provide Reserve opportunity briefs for MCABE and tenant unit Marines separating from the Active Component, Marine Corps.

j. Direct, coordinate, and administer the activities of the Administrative, Operations and Logistics Sections.

14001. ADMINISTRATIVE SECTION. The mission of the Administrative Section is accomplished through assigned tasks to:

1. Provide internal administrative and personnel support for the RSU
2. Coordinate and provide administrative support for Reserve personnel performing TEMACDU, ACDUTRA, or AT aboard MCABE.

14002. OPERATIONS SECTION. The mission of the Operations Section is accomplished through assigned tasks to:

1. Provide internal operations and training support for the RSU.
2. Coordinate operational and logistical support requirements of SMCR units performing ACDUTRA or AT aboard MCABE.
3. Provide immediate administrative and operational cognizance over the IMA Detachment, MCAS Cherry Point.
4. Coordinate requirements for use of MCAS Cherry Point, Contingency Billeting Complex.

14003. LOGISTICS SECTION. The mission of the Logistics Section is accomplished through assigned tasks to:

1. Provide internal logistics and supply support for the RSU.
2. Provide billeting and logistical support for SMCR units performing AT aboard MCAS Cherry Point.
3. Provide logistics and supply support for the IMA Detachment, MCAS Cherry Point.

4. Supervise and maintain MCAS Cherry Point, Contingency Billeting Complex.

14004. MOBILIZATION PROCESSING CENTER. The mission of the Mobilization Processing Center (MPC) (see figure 14-2 for organizational chart), per Air Station Order 3061.2, is accomplished through assigned tasks to:

1. Provide administrative processing functions for individual Reservists mobilized through MCAS Cherry Point.
2. Coordinate logistical, operations, training, messing and billeting requirements for SMCR units and Individual Ready Reservists (IRR).
3. Track Reservists from initial activation, assignment to gaining command through deactivation

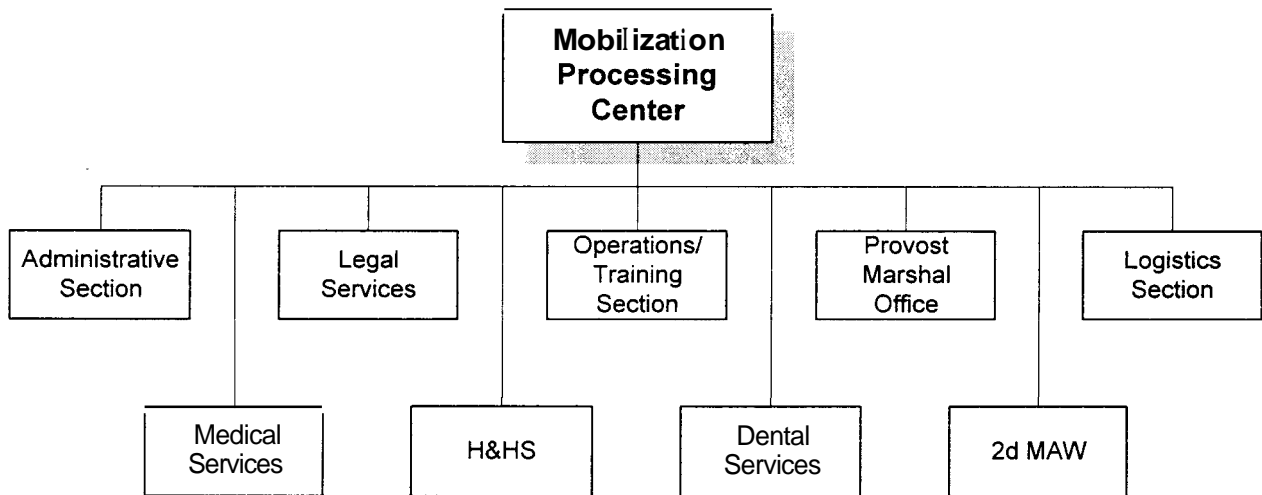


Figure 14-2.--Mobilization Processing Center Organizational Chart  
and return home via utilization of Marine Corps Mobilization Processing System (MCMPS).

# MCAS CHERPT MAN ORG

## APPENDIX A

### MAJOR TENANT COMMANDS AND ACTIVITIES

1. Major Tenant Commands. Marine Corps Air Station, Cherry Point's mission is to maintain and operate facilities and provide services and material to support operations of the Second Marine Aircraft Wing (2d MAW), or units thereof, and other activities and units as designated by the Commandant of the Marine Corps in coordination with the Chief of Naval Operations.

a. 2d MAW. The headquarters is located at Cherry Point and, along with four of the seven groups, forms the largest single tenant activity here. The mission of the 2d MAW is to conduct air operations in support of the Fleet Marine Forces. The Wing can function as an integral component of Naval Aviation in the execution of Navy operations as directed by the Fleet Commander.

b. Naval Aviation Depot (NAVAVNDEPOT). The NAVAVNDEPOT at Cherry Point is one of three operated by the Naval Air Systems Command, and the only one managed by Marines. The NAVAVNDEPOT's mission is to perform a wide range of aeronautical maintenance and logistical support on assigned weapon systems and associated equipment.

c. Naval Hospital (NAVHOSP). The NAVHOSP at Cherry Point provides medical and administrative support to personnel of MCAS Cherry Point, 2d MAW, NAVAVNDEPOT and other tenant activities. The NAVHOSP is responsible for maintaining the health of all eligible personnel through the promotion of physical fitness, prevention and control of diseases and injuries, and treatment and care of the sick and injured. The NAVHOSP is staffed and equipped to provide for the primary medical needs of the eligible personnel in the surrounding area.

### 2. Maior Activities Represented Aboard MCAS Cherry Point

a. The Defense Logistics Agency (DLA), Central Region, Little Creek, Virginia, provides receipt, storage, care, packing, and shipment of materiel.

b. The Defense Commissary Agency (DECA), Central Region, Little Creek, Virginia, provides commissary services.

### 3. Other Activities Represented

2d Force Services Support Group, Camp Lejeune, NC  
Defense Printing Service, Naval Base, Charleston, SC  
Defense Reutilization & Marketing Service (DRMO), Battle Creek, MI  
Federal Aviation Administration, Southern Region, Atlanta, GA  
Fleet Aviation Specialized Operational (FASO) Training Group, Norfolk, VA  
Naval Air Maintenance Training Group, NAS, Millington, TN  
Naval Air Warfare Center, Point Mugu, CA  
Naval Aviation Engineering Service Unit, NAS, Norfolk, VA  
Naval Aviation Supply Office, Philadelphia, PA  
Naval Criminal Investigative Service, Camp Lejeune, NC  
Naval Surface Warfare Center, Crane, IN

## MCAS CHERPT MAN ORG

Naval Warfare Assessment Center, Corona, CA  
Personnel Support Activity, Naval Base, Charleston, SC  
Program Management Office, Naval Air Systems Command, Washington DC  
Reserve Support Center, New Orleans, LA  
Resident Officer-in-Charge of Construction (ROICC), Atlantic Division, Naval Facilities  
Engineering Command, Norfolk, VA  
United States Postal Service, Charlotte, NC  
United States Army Medical Department Activity, Fort Eustis, VA



# MCAS CHERPT MAN ORG

## APPENDIX B

### MARINE CORPS AIR BASE EAST ORGANIZATIONAL CHART

